



FAIRFIELD GLADE COMMUNITY CLUB ARCHITECTURAL CONTROL COMMITTEE

NEW HOME REQUIREMENTS

Effective XXX

(Approved by the Fairfield Glade Board of Directors XXX)

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These requirements apply to the construction of all new homes built on properties in Fairfield Glade subject to the Amended & Restated Declaration of Covenants and Restrictions (Declaration) of the Fairfield Glade Community Club (FGCC). The property owner (FGCC member) is solely responsible for ensuring all work performed follows these requirements and any applicable provision of the Declaration.

As written in the Declaration Article XII, Architectural Controls, Section 2. Single Family Lots (b):

“The ACC shall have the sole discretion to determine whether the plans and specifications submitted for approval are acceptable to the ACC in connection with the approval rights. Any disapproval by the ACC may be based upon any ground whatsoever so long as such

disapproval is consistent with the objectives and purposes of this Declaration, including, but not limited to, purely aesthetic considerations, provided that such disapproval is not arbitrary or capricious. Any denial of plans and specifications by the ACC may be appealed to the Board pursuant to such policies and procedures respecting appeals as may be adopted by the Board.”

Unless specifically stated otherwise, any exterior construction, changes, or modifications addressed in this document requires approval by the Architectural Control Committee (ACC) and/or the Architectural Control Office (ACO).

Failure to obtain approval or proceeding with any work prior to approval shall result in a fine per the current New Home Requirements Fine Structure.

This document supersedes all previous specifications and requirements and should be carefully read before proceeding with plans and any contract. These requirements support the Declaration but do not cover that document in its entirety, nor is it intended to be all inclusive.

If you have any questions, please call the ACO at 931-707-2149 or email at accpsc@fairfieldglade.cc.

I. PRE-APPLICATION REQUIREMENTS

- A. All Community Club dues, assessments, fines, and charges, owed by the Member to FGCC, must be paid in full before construction can begin.
- B. All sewer fees, if applicable, must be paid in full at the FGCC Administrative Office prior to clearing. Please contact the Assistant Controller at 931-484-9309 for the amount owed.

II. APPLICATION PROCEDURE

Obtain and complete the “New Home Construction Packet” from the ACO Office.

III. REQUIRED PRE-CONSTRUCTION DOCUMENTS AND BUILDING FEES

The below documents are required before the ACC will review the drawings. All application documents listed below shall be submitted in a single, complete package with the appropriate fees to the:

Architectural Control Office (ACO)
7827 Peavine Road
P.O. Box 2000
Crossville, TN 38558-2000
Telephone: (931) 707-2149

- A. Completed ACC Memorandum of Understanding.
- B. Completed New Home Application.
- C. Completed Application Check List for New Home Construction.

- D. Completed Color Sample Sheet and a minimum of a 2" x 2" color swatch sample for each item. Samples must be labeled and include the type and finish of material. E. Completed Tree Requirements Worksheet for New Home Construction.
- F. Completed Landscape Waiver (if applicable).
- G. Completed Dock Policy & Dock Policy Agreement (if applicable).
- H. Completed Lake Dartmoor Lake Level Memo (if applicable).
- I. Completed Infrastructure Form.
- J. Completed Disclaimer Form.
- K. A Suitable Completion Bond to indemnify the Owner against material and mechanic liens (see Section V).
- L. Proof of Current General Liability Insurance (minimum \$1,000,000). Fairfield Glade named as an additional insured.
- M. Proof of Current Worker's Compensation Insurance.
- N. Proof of Builder's Risk Insurance, which must be effective as of submittal date.
- O. Copy of current TN State Contractor's License
- P. Copy of Septic System Approval from Tennessee Department of Environment and Conservation (if applicable).
- Q. Copy of recorded deed, in either property owner's or builder's name, on file with FGCC.
- R. Copy of certified boundary property survey.
- S. One (1) complete set of 24" x 36" unmarked drawings and one set of pdf drawings. A title block is required in the lower right corner of each drawing indicating property owner's name, builder, subdivision, block, lot, draftsman, date drawn, & sheet number (e.g., 1 of 3). Each set of drawings shall include:
1. Plot Plan at a scale 1" = 10' (Appendix A). If a plot plan is too large to be scaled at 1" = 10' and fit on a standard 24" x 36" sheet, a scale of 1" = 20' will be accepted.
 2. Elevation Drawings at scale of 1/4" = 1'
 3. Floor Plan(s) at scale of 1/4" = 1'
- T. New Home Application and Cancellation Fees.
1. The New Home Application Fee is based on the size of the home (living area) to be constructed in accordance with the current New Home Requirements Fee Structure.
 2. Postponements:
 - a. If the application is withdrawn for the purpose of postponement after ACC approval, then an administrative fee will be assessed.
 - b. Postponed plans must be resubmitted to the ACO for approval within ninety (90) days of postponement. The maximum number of postponements allowed is one (1). Failure to resubmit will be deemed a cancellation.
 3. Cancellations:
 - a. If the application is cancelled after approval, but before the lot is cleared, then all the above monies will be refunded except for an administrative fee. ACC approval of the plans shall be considered null and void.

- a. If the application is cancelled after the lot is cleared, then the builder will remove all signs of construction and if required, trees will be planted so that at a minimum, the lot conforms to the current [Tree Policy](#). The ACO will inspect the lot, and once the lot is accepted by the ACO, all the above monies will be refunded except for an administrative fee.
- b. If construction is not begun within the allotted postponement period, then the approval becomes null and void. All the above monies will be refunded except for an administrative fee.

IV. INFRASTRUCTURE DEVELOPMENT & DECLARANT RIGHTS

Pursuant to Article VI, Section 3, of the [Declaration](#), the Declarant shall be the sole judge as to when roads and streets within the Exhibit "A" Properties, whether dedicated to the public or as Common Area, shall be constructed and extended from time to time. The Declarant shall also be the sole judge as to the extent the roads and streets within the Exhibit "A" Properties will be improved. In the event the Declarant shall decide it is not economically feasible to extend improved roads or streets to a particular area within the Exhibit "A" Properties, it shall not be obligated to do so.

V. COMPLETION BOND

The ACO will require a performance bond from a third-party bonding company when a builder accumulates more than \$5,000 in fines within a rolling 24-month period. The performance bond requirement will be lifted once the builder successfully completes two (2) homes without any violations resulting in fines.

VI. REVIEW PROCESS

Approval of the drawings or items subsequently inspected by the ACC/ACO does not in any way relieve the builder, architect, designer, or property owner of their responsibility for the structural integrity of the home; safety or welfare of the inhabitants; or construction quality.

FGCC assumes absolutely no responsibility for the structural integrity of the home, construction quality, safety or welfare of the inhabitants, or for errors in dimensions, surveys, corner stakes, or setbacks. Inspections by the ACC/ACO are made relying on information provided by the builder, architect, designer, or property owner.

- A. The ACC meets twice a month per an ACO [approved schedule](#).
 1. The deadline for the submission of documents is close of business on Friday, eleven days prior to a meeting.
 2. If that Friday is a holiday, then the application documents shall be submitted by close of business the prior workday.
- B. To ensure that the new home will be in harmony with existing dwellings on adjoining or surrounding lots, and with the site's topography, the ACC will visit the site to consider the submitted proposed plans and specifications.
- C. After review by the ACC/ACO the submittal will be:
 1. Approved with/without additional requirements.
 2. Disapproved with an explanation.

- D. Except for the duplicate plans, all items submitted for review shall be retained by the ACO until the written final inspection has been completed.
 - 1. Upon request, duplicate plans will be returned to the owner or builder after ACC approval. After thirty (30) days, unclaimed duplicates shall be destroyed.
- E. Preliminary Review (Optional)
 - 1. If the house plans are unusual or if there is a special situation, upon request by the property owner the ACC may provide a preliminary review and an opinion on the drawings without the need to submit the other documents listed above. A preliminary indication does not constitute approval.
 - 2. The administrative fee for a preliminary review by the ACC is per the current New Home Requirements Fee Structure.
 - 3. If the plans are approved within 12 months, the administrative fee shall be applied to the New Home Application Fee.

VII. DETAILS REQUIRED FOR BUILDING PLAN DRAWINGS AND SPECIFICATIONS

A. Plot Plan

- 1. Lot dimensions, street names, street right of way, lake and golf course lines, roof valleys and ridges, driveways & sidewalks must be provided.
- 2. If the lot has a severe slope (20% or greater), a topographical survey (represented by two (2) foot contour lines showing existing and proposed grading) may be required on the drawing.
- 3. Exterior Setting
 - a. A plot plan is required to show the exterior perimeter building line and the roof overhang line of the home in relation to the lot lines and the street (Appendix A).
 - b. The dimensions from the property lines to the roof overhang lines shall be shown for all elevations.
- 4. Setbacks on all lots shall be as shown on the recorded Subdivision Plat. The setbacks shall be in accordance with the [Declaration](#) as follows:
 - a. All setbacks are measured from the property line. To avoid infringing on setbacks, measurements are taken from the roof overhang perpendicular to the property line.
 - b. Gutters are excluded from setback requirements.
 - c. Setbacks for lots adjacent to a lake, golf course, or recreation area shall be twenty (20) feet. This line shall be measured from the property line or lakeshore at normal level (described in Article XIII, Section 6, of the [Declaration](#)) from whichever line is closer to the proposed structure.
- 5. Utility Easements – According to Article V, Section 6, of the [Declaration](#), there is a utility easement granted to the Declarant and the Club over and under a five foot strip along the interior of all lot lines. According to Article XIII, Section 11, of the [Declaration](#), within these easements, no structure, planting or other material shall be placed or permitted to remain which may damage or interfere with the installation and maintenance of utilities.
- 6. Landscape plans may be submitted separately but must adhere to New Home Completion dates.
 - a. Soil Retention

- a. If fill is to be used to maintain grades or if the site is such that retaining walls or other measures are necessary due to severe slopes (30% or greater) to existing grade, details shall be provided for retaining walls, walks, drives, turnarounds, etc. Retaining walls must be inside the established setbacks.
- b. Soil retention solutions, including retaining walls, must be addressed on the initial plot plan submitted.
- c. Block or poured retaining walls must be faced with brick, stone or split-faced block. Any other materials must be specifically approved by the ACC.
- b. Tree clearing must be in accordance with the current [Tree Policy](#).
- c. Property owners are required to maintain a thirty-six (36) inch minimum clearance around the grinder pump to provide easy access by the maintenance department should a problem occur with the pump.

7. Lake Front Property

For lake property, the actual shoreline at normal level, accurate to within twelve (12) inches horizontally, shall be shown in addition to the property line.

- a. The minimum setback required is to be the lesser distance from the most protruding point of the structure whether that be the actual shoreline or the property line.
- b. Normal water level is described as the crest of the spillway or the elevation at which water starts to break over and flow down the spillway.
- c. Due to water level fluctuations, building on Lake Dartmoor requires more attention be given to this matter.

8. Other

- a. All features such as driveways, walks, retaining walls, fences, light posts, driveway headwalls, seawalls, and docks shall be shown on the plot plan or on additional drawings with sufficient construction details and descriptions to enable the ACC to make an informed evaluation.
- b. Where a septic tank is necessary, the septic tank and the field line location shall be shown on the plot plan. The Tennessee Department of Environment and Conservation requires the soil above the field lines to be seeded or sodded. Mulch is not permitted.

B. Elevation and Floor Plans

1. The square footage of the heated and non-heated areas of the house shall be indicated on the floor plan.
2. Comprehensive elevation drawings showing the front, both sides and rear of the house along with floor plans are required. The drawings must show:
 - a. Existing and finished grades with dimensions on all corners.
 - b. Floor level lines, exposed block foundation, and garage floor elevation relative to existing and finished grade dimensions as well as the existing road elevation.
 - c. Exterior finishing materials.
 - d. Proposed treatment of the front and rear entrances of the home (i.e. steps, porches, decks, patios).
 - e. Fireplace type (i.e., ventless, direct vent, full chimney).

VIII. GENERAL SPECIFICATIONS

A. Area and Height

1. The size of the house shall be no less than the minimum square footage of the heated finished living area specified on the recorded subdivision plat, except where a Supplemental Declaration applies.
2. Houses are limited to two and one half (2½) stories on the front (street side) elevation by the [Declaration](#).

B. Foundation Walls

1. The foundation height at the most elevated position of the lot can be no more than thirty-two (32) inches above existing grade.
2. Exposed concrete or block walls shall have stucco applied and painted to complement the siding or shall be faced with an approved color-compatible material. Split-faced block is acceptable.
3. Foundation shrubbery at least eighteen (18) inches in height is required on all street, lake, and golf course frontages.

C. Architectural Features

1. The house shall contain several architectural design features which add character, and which are normally associated with an attractive house, such as porticos, wide steps, planters, stone, brick, windows, entrance doors, shutters, and other decorative trim.
2. Each twenty-two (22) foot expanse of any wall must provide architectural features of sufficient size to provide an attractive and balanced appearance. In some instances, a single architectural feature may be insufficient to provide that attractive and balanced appearance.
 - a. If an isolated window is used, the minimum size shall be three (3) square feet.
 - b. Exceptions may be given for exterior garage walls adjacent to the front entrance.

D. House Colors

1. The house colors must be compatible and harmonize with the color of other structures in the area. Bright or harsh colors are not in keeping with the ambiance of our community.
2. Chosen colors should be consistent with the wooded, natural environment of Fairfield Glade.
3. Trim must harmonize with the primary house color.
4. If the property owner wishes to alter the color scheme at any time, the new color(s) must be submitted to the ACC/ACO for approval.

E. Garages (A building for housing vehicles)

1. A garage is required for all new houses.
2. A pedestrian door or window in the garage is required.
3. Garage doors must appear to have a height of no more than eight (8) feet.
4. Garages must be fully enclosed and have a garage door and driveway.
5. Garages must be the same material and color as the main house.

6. Garages must be physically connected to the main house by more than a sidewalk or driveway.
 7. Driveways serving secondary garages must be constructed of the same material and color as the primary driveway and must physically connect to the main house driveway. A minimum driveway width of twelve (12) feet is required. The maximum permitted culvert length at the street is twenty-five (25) feet.
- F. Roofs
1. Architecturally appropriate roof material is required.
 - a. Acceptable quality materials include asphalt or fiberglass shingles, shakes, slate, tile, metal, and composites.
 - b. Roof colors must harmonize with the surrounding dwellings and be consistent with the wooded, natural environment of Fairfield Glade.
 - c. Bright or harsh colors will not be approved.
 2. The roof pitch over the primary parts of the home and primary garage structure must be a minimum of six (6) inches of rise to twelve (12) inches of run (6/12) and clearly shown on drawings. The roof pitch for secondary roof structures such as a roof over the front entry, dormer or porch must be at least four (4) inches of rise to twelve (12) inches of run (4/12).
 3. Vents, metal flanges of skylights and solar tubes and all exposed roof flashing must match the roof color.
- G. Siding Material
1. An attractive siding material is required. Acceptable materials include wood, stone, brick, composites, and vinyl.
 2. All unfinished materials shall be painted, sealed, or stained.
- H. Fireplace Chimneys and Gas Vents
1. The tops of chimneys shall extend at least two (2) feet higher than any portion of a building within a horizontal distance of ten (10) feet.
 2. A chimney chase is required and must be sized to allow for pipe clearance on all sides. The minimum chimney chase size shall be two (2) feet x four (4) feet.
 3. Vents and all exposed roof flashing must match the roof color.
- I. Propane Tanks
- Shall be screened in accordance with the [Propane Tank Screening Specifications Policy](#).
- J. Decks and Porches
1. If the floor averages four (4) feet or less above ground, continuous decorative screening is required. Shrubbery, eighteen (18) inches or higher, is an acceptable screening. If plantings are to be used, see the "Plants for Screening" document available at the ACO.
- K. Fire Pits
1. Please refer to the [Open Burn Policy](#).
 2. Must not be larger than 48 inches in diameter.
 3. Must be constructed with non-flammable material.
- L. Driveways and Sidewalks

1. The surface shall be concrete, asphalt, or brick pavers.
2. Driveways interfacing end must not be higher or lower than one and one-half (1 ½) inches of the level of the existing road surface and must:
 - a. Join with any blacktop / concrete paved road or installed curbing.
 - b. Terminate within eight (8) inches of any chip and seal road.
3. For ease of ingress and egress, the driveway may be flared on each side.
4. Sidewalks must be a minimum width of forty-two (42) inches and must connect the driveway to the front entry of the home.

M. House Numbers

FGCC requires permanently installed green reflective address signs, available from the FG Fire Dept (at a minimal charge) on the mailbox post or other suitable post in the front yard within four (4) feet of the road for easy identification by emergency vehicles (Security, Fire and EMS). Please contact the ACO at 931-707-2149 for further information.

N. Mailboxes

1. Concrete block, brick, stone, and other solid supports may be allowed if approved by the ACC/ACO.
2. When a mailbox must be installed on the opposite side of the street from the residence to which it belongs, it must be located near an extension of the side property line on the side of the street on which it is to be situated. This is to minimize the intrusion of the mailbox on the neighboring property.

O. Fences

The installation of a fence shall be in accordance with the current [Fence Policy](#).

P. Docks

1. The installation of a dock shall be in accordance with the current [Dock Policy](#) and/or [Dock Policy Agreement](#).

Q. Seawalls and Walkways

1. The Architectural Control Manager must be called at 931-484-3924 to assist in determining the height of the seawall. Do not depend on the heights of neighboring walls.
2. Seawalls shall be constructed along the property line adjoining the lake or along the shoreline at the normal lake level.
3. Block or poured walls must be faced with brick, stone, or split-faced block.

R. Unattached Buildings

1. Unattached buildings including workshops, storage sheds, greenhouses, gazebos and combined use buildings are not allowed on undeveloped lots.
2. Only one unattached building may be permitted on any developed residential lot.
3. Unattached buildings are limited to twelve (12) feet in overall height from the existing grade and:
 - a. Gazebos - one hundred sixty-eight (168) square feet of floor space.
 - b. All other buildings - one hundred twenty (120) square feet of floor space.
4. Setback requirements, as indicated on the subdivision plat, shall be adhered to.

5. Storage sheds shall be in accordance with the current [Storage Shed Policy](#).
 6. The color, material and siding used in the construction of each building shall match those used on the house.
 7. Full glass doors are not acceptable for any detached building.
 8. Roofs for all buildings must have multiple planes and use roofing materials which match those used on the house.
 9. Any wood used in the construction of the building that comes within six (6) inches of ground level, must be pressure treated wood or equivalent.
 10. The floor of the structure must be wood, gravel or concrete.
 11. A continuous foundation or skirting and appropriate landscaping is required to reduce visual impact.
 12. Any building whose floor level is eighteen (18) inches or more from ground level must adhere to the requirements for decks and porches set forth in Section VI. J of these requirements.
 13. The first thirty-six (36) inches of any building must be solid, non-translucent building material compatible in appearance with those used on the house. The internal but visible framework for the remainder of the structure must be permanent, durable building materials. Round tubing is not an acceptable choice.
 14. All translucent and transparent material used in greenhouse construction must be permanent, rigid, and warranted from discoloration. Material specification sheets must accompany plans submitted for approval.
 15. Gazebos
 - a. Are defined as freestanding, roofed structures that are open on the sides.
 - b. Due to Gazebos various building styles and applications, they may be considered unattached buildings at the sole discretion of the ACC.
 16. Screening
 - a. Unattached buildings that are visible from the road, golf course, or lake must be screened by a minimum of three (3) foot tall evergreen plantings (at the time of planting) spaced every six (6) feet and within ten (10) feet of the structure.
 - b. The ACC may require additional screening as it deems necessary.
- S. Exterior Lighting
1. Must be in accordance with the [Exterior Residential Lighting Policy](#).
 2. Refer to the current [Flag and Banner Policy](#) for the guidelines regarding illuminating the United States flag during the hours of darkness.
- T. In-Ground Flagpoles
- The installation of an in-ground flagpole shall be in accordance with the current [Flag and Banner Policy](#).
- U. Solar Panels (photovoltaic systems)
- The placement and installation of solar panels shall be in accordance with the current [Solar Panel Installation Policy](#).
- V. Grinder Pumps (if installed)

1. Property owners are required to maintain a thirty-six (36) inch minimum clearance around the grinder pump to provide easy access by the Maintenance Department, should a problem occur with the pump.
2. The discharge from the grinder pump to the road cannot have any permanent structures installed over it. Prior to approval, the ACO must contact the Sewer Department to identify the location of the grinder pump discharge.
3. RV dump stations are prohibited.

W. Fire Hydrants

1. Property owners are required to maintain a thirty-six (36) inch minimum clearance around fire hydrants to provide easy access.
2. Landscaping must be kept below the crown level of the hydrant and only planted on the house side.
3. Mulch is allowed around the hydrant.

IX. CHANGES TO HOMES UNDER CONSTRUCTION

- A. Any exterior changes to plans or specifications must be submitted on the original approved drawing(s) with the revision date noted on all revised prints.
- B. Proposed changes shall be highlighted along with a dated, written request explaining the proposed changes.
- C. Up to ten (10) line items may be submitted per Change Order request.
- D. A fee for each Change Order request will be assessed.
- E. Failure to obtain written approval, or proceeding with any work prior to approval, shall result in a fine.

X. CONSTRUCTION GUIDELINES

A. Builder Responsibilities

1. All builders performing work in Fairfield Glade are required to have a valid General Contractor's License issued by the State of Tennessee.
2. The estimated cost of construction shall not exceed the maximum dollar value specified on the contractor's license.
3. Builders are responsible for the actions of any subcontractor they employ.
4. Failure to abide by the general rules of FGCC or to cooperate with the ACC/ACO may jeopardize a builder's ability to obtain future approvals.
5. The ACO reserves the right to withhold approval for any work by any builder found to be in non-compliance with state laws, local laws, or these requirements.
6. The builder is responsible for providing access to a portable toilet within one hundred (100) yards of the construction site.

B. Construction Site Cleanliness

1. Once the lot is cleared, a gravel access road must be installed before any work is performed. Where a roadway culvert is specified, the culvert shall be installed in the roadway ditch at the same time as the gravel access road. Tracking mud or dirt from the site onto any roadway shall be minimized and removed by the end of the day.

2. Delivery and removal trucks may be parked on the shoulder of the road only if extreme care is taken to keep dirt and rocks off the roadway and shoulders.
3. The construction site shall be always kept clean and neat. Trash receptacles or dumpsters are required on the job site. Trash shall not be allowed to blow or be washed onto adjacent properties or roadways.
4. Dumping residual concrete on property other than the construction site shall result in a fine.

C. Ditches

1. FGCC is not responsible for maintaining ditch lines. FGCC's only responsibility is to ensure that normal roadway water is adequately carried by the ditches.
2. The depth of the roadway ditch shall be kept low enough to allow the ditch to carry all the water during a typical rain event of ½" to 1" per hour.
3. Backfilling, refilling, or leveling the roadway ditch is not allowed. Installing underground piping in drainage ditches and backfilling is also not permitted.
4. In the interest of sound surface water management, flumes in ditches that are made of concrete or flagstone are not allowed as they amplify the impact of the surface water flow downstream. Loose rock should be sized to control surface water movement of the average rainfall of between ½" to 1" per hour. Loose rock should be of adequate size to prevent becoming dislodged and traveling downstream.
5. Upon completion of construction, both sides of the roadway ditch between the road and the property line shall be landscaped or treated with topsoil and seeded with grass. Any other ditch line or nearby back slope area damaged because of construction, shall also be landscaped or treated with topsoil and seeded.
6. Mulch shall not be used in any ditch line.
7. The property owner is responsible for mowing and maintaining ditch lines.
8. Bridges or other structures are not permitted to extend into the right-of-way.
9. Contact the Community Services Manager at 931-707-2136 for assistance or questions.

D. Culverts

1. Roadway culverts shall be made of ABS or galvanized steel and the size must be determined by the Community Services Manager. The culvert may not exceed 25' in length.
2. A headwall constructed of CMU blocks or poured concrete and faced with stone or brick is required.
3. FGCC is not responsible for maintaining culverts. FGCC's only responsibility is to ensure that normal roadway water is adequately carried by culverts.

E. Silt Control Measures

1. Adequate soil erosion control is required on all construction sites.
2. Silt control measures shall be installed where needed on each property.
3. The ACO Inspector will determine the location, type, and number of all silt control measures.
4. The builder is responsible for installing and maintaining all silt control measures until landscaping is complete or until final inspection.

5. Steps for the construction of a silt fence can be found in Appendix B.

F. Drainage

1. If there is a natural ditch or swale running through the lot, it is the property owner's responsibility to build the home safely with this watercourse in mind.
2. Property owners adjoining a golf course shall not extend drains from downspouts into the twenty (20) foot golf course setback.
3. Builders are responsible for ensuring that any change made in the contour of the lot does not redirect water away from roadside ditches or the natural low points. A five (5) foot wide easement exists along the rear, sides & front of all lots for drainage and utilities. FGCC is not responsible for drainage problems that may exist because of water run-off from surrounding properties. Water is permitted to transverse properties and must be diverted away from neighboring foundations.
4. Provisions shall be made to drain the surface water away from the sides of the home. If gutters are installed, downspouts with splash blocks or underground drainpipes are required and must be diverted away from neighboring foundations.
5. Drain water from downspouts, sump pumps, or footing drains must not be directed into grinder pumps or sewer connections.

G. Burning and Fire Protection

1. No burning is allowed on any residential construction site and will result in fines.

H. Miscellaneous Guidelines

1. Working Hours

- a. To maintain security and to minimize noise and nuisances, construction and landscape activities is permitted Monday through Saturday between the hours of 7:00AM and 5:00PM. Between April 1st and September 30th work is permitted between the hours of 7:00AM and 6:00PM.
- b. In the event of an unusual situation, the ACO shall be contacted prior to the close of business (4:30 pm) to receive specific authorization for after-hours site access.

2. Contractor Demeanor

- a. Radio volume must not be a nuisance to neighbors.
- b. Foul language is not allowed.

3. Construction Vehicle Requirements

- a. Unless necessitated by unusual circumstances, construction vehicle parking is restricted to only one side of the road, and will not block roadways, driveways, or mailboxes.
- b. The right-of-way must not be used to store construction materials or debris.
- c. Roadway culverts or ditches must not be blocked in any way.
- d. No steel track equipment shall be unloaded or operated on any paved road at any time.
- e. No construction traffic is allowed on any golf course or other common property unless specific written approval is obtained from the appropriate authority. The builder and/or property owner shall make reimbursement for any damage to the golf course or common area.

- f. During the construction phase, construction trailers / equipment must not be left on site for a period of more than 5 days.

4. Signs

- a. Installation of signs will be in accordance with the current [Sign Policy](#).

I. Cul-de-sac Island / Subdivision Sign Maintenance

1. Residents may improve the cul-de-sac island and/or sign(s) at their own expense with written approval from the ACO.
2. When the residents no longer have the ability, desire, or resources to perform the necessary work, the areas must be returned to a natural state.

XI. COMPLETION SCHEDULES

A. Exterior and Interior Completions

1. The exterior of any single family structure approved by the ACC shall be finished according to the New Home Construction Completion Date Schedule adopted by the Board of Directors August 26, 1999, as listed below:

<u>Building Sizes</u>	<u>Exterior Completion Interval</u>	<u>Final Completion Interval</u>
up to 1,999 sq. ft.	8 months	14 months
2,000 sq. ft. – 2,999 sq. ft.	9 months	15 months
3,000 sq. ft. – 3,999 sq. ft.	10 months	16 months
4,000 sq. ft. or larger	12 months	18 months

2. No inspection will be made until requested by the builder.
3. Extensions will be given on a case-by-case basis.
4. Failure to complete either the exterior or interior of the home in the above time frames shall result in a fine.
5. All fines will be billed to the builder. In the event the builder does not pay the fines within the time specified at the time they are imposed, the property owner will be notified and billed for the unpaid fines. The property owner's liability arises pursuant to the contractual provisions of the New Home Application and Article XIV, Section 2(b) of the Amended and Restated [Declaration](#) of Covenants and Restrictions.
6. Until all outstanding fines are paid in full, no subsequent inspections will be performed, and no approvals will be issued for the property. Additionally, the ACC will not approve any new plans submitted by a builder or property owner who has unpaid fines.
7. A fine does not deprive the FGCC from taking over the work later if deemed necessary as per [Declaration](#) Article XII, Section 2(f).

XII. INSPECTIONS

A. General Information

1. FGCC does not accept responsibility for failure of structures, materials, or workmanship even though the same may have been approved by the ACC/ACO.

2. Inspections are made to ensure compliance with ACC/ACO requirements only.
3. The ACO conducts five (5) required inspections of all single detached houses under construction to ensure compliance with the current New Home Requirements.
 - a. There are no fees charged for the five (5) required inspections.
 - b. If an error is found on a scheduled inspection or the work is not approved, another inspection is required.
4. At least forty-eight (48) hours (two working days) notice to the ACO is required for any inspection. Inspection requests must be emailed to newhome@fairfieldglade.cc
5. Inspections will be made during normal working hours. No inspections will be made on weekends or on FGCC observed holidays.
6. Ignoring or bypassing a required inspection will result in a fine.
7. Other sanctions may be imposed in addition to the fine.
8. Until all outstanding fines are paid in full, no subsequent inspections will be performed, and no approvals will be issued for the property. Additionally, the ACC will not approve any new plans submitted by a builder or property owner who has unpaid fines.
9. Periodic unscheduled inspections of the site may be made at any time.
 - a. These unscheduled inspections will be made to ascertain such things as: site maintenance, effective silt control measures, adherence to exterior elevation drawings, and adherence to the construction schedule.

B. The Five Required Inspections

1. ACO/ACC New Home Submittal Inspection
 - a. This inspection is performed by the ACO/ACC on the morning of the ACC Meeting and requires the following:
 - b. Address sign a minimum of two (2) square feet in size.
 - c. Survey pins marked with surveyor's colored tape.
 - d. Property lines marked with string.
 - e. Location and width of driveway marked at road.
 - f. The ACO will provide the builder with exterior and final completion dates.
2. Foundation Inspection
 - a. This inspection will be performed after the block or forms have been completed, but before any framing or structural work has been initiated.
 - b. Grinder pump has been installed.
 - c. Gravel access road with culvert (if applicable) has been installed.
 - d. The maximum foundation height is no more than thirty-two (32) inches.
 - e. Water meter is present.
 - f. Portable toilet is within one hundred (100) yards of construction site.
 - g. Trash receptacle or dumpster is on site.
 - h. The minimum number of trees is present as required by the Tree Policy.
 - i. Silt control measures (if applicable) are in place and working properly.
3. Exterior Inspection

- a. This inspection is to be conducted prior to or on the date required as directed by Section IX.A.1.
 - b. All exterior work must be completed for this inspection and the house built per the drawings submitted to the ACC.
 - c. Completion of the following items is required for the Exterior Inspection:
 - a. Colors, as approved
 - b. Roofing
 - c. Chimney cap (if applicable)
 - d. Fascia and soffit in place
 - e. Siding
 - f. Paint and stain
 - g. Doors (including garage) and windows installed
 - h. Exterior Lights
 - i. Shutters (if applicable)
 - j. Rough grading
4. Driveway and Culvert Inspection
- a. This inspection shall be performed before the concrete is poured or other driveway material is installed.
 - b. The driveway must be completely formed with the culvert installed per the Community Service Manager's sizing.
 - c. The culvert must be undamaged and free of dirt and debris.
5. Final Inspection
- a. This inspection is to be conducted prior to, or on the date required, as directed by Article IX. Section A.1, Completion Schedules.
 - b. The grinder pump must be turned on and operational per FGCC standards.

XIII. VARIANCE, WAIVER AND APPEAL PROCESS

- A. The property owner may file a variance, waiver, or appeal by using the process defined in the [Variance, Waiver and Appeal Policy](#).

XIV. PROPERTY OWNER ACTING AS GENERAL CONTRACTOR

A property owner may be permitted to act as his/her own general contractor if he/she provides the ACO with proof of financial ability to complete construction within the time requirements as well as provide the required documentation mentioned above.

APPENDIX A

SAMPLE PLOT PLAN

1. All plot plans must be drawn to scale, 1"=10', or 1"=20' if 1"=10' does not fit on standard 24" x 36" paper;
2. Show building line and roof overhang line (specifically overhang).
3. Show dimensions from overhang or closest point on all sides to property line.
4. Specify lot dimensions, street names, street right of ways, lake lines, golf course lines, driveway width and flare dimensions, and turnaround dimensions.
5. Show grinder pump location/septic tank location, field lines, and well location (if applicable).
6. Specify landscaping, i.e., "developed", "under brushed" or "natural" areas.
7. Show roof ridges and valleys on plot plan.
8. Show all items proposed, including (but not limited to) seawalls, docks, fences, retaining walls, driveways, turnarounds, sidewalks, light posts, mailbox post, driveway headwalls, propane tanks (and screening) and special cut and fill.
9. Specify draftsman, date, lot number, and scale (lower right-hand corner).

APPENDIX B STEPS IN CONSTRUCTION OF A SILT FENCE

Construction: Posts (minimum length, 5 ft.) must be set a minimum of 2 feet in the ground and spaced no greater than 6 feet apart. The filter cloth attached to the fence should be a minimum of 2 feet above grade. This filter cloth must be TerraTex SC, Mirafi 100X, or an equally comparable fabric with special approval by the ACO.

Filter cloths will be used in most situations. At the discretion of the ACO Inspector, Burlap Cloth or Straw Bales can be used alone or with filter cloth for specialized protection. The filter cloth should be secured to the top of the fence by suitable tie wire or hog rings, and the bottom of the cloth should be keyed into the ground sufficiently to prevent silt from flowing beneath it.

The normal sequence for construction of a silt fence is as follows (see Figure 1):

1. Drive fence posts.
2. Construct small trench a minimum of 6" deep and 6" wide on front side of fence.
3. Staple or attach wire fence.
4. Cut filter cloth into necessary width.
5. Staple or attach filter cloth to wire fence allowing sufficient material for use in the bottom of trench.
6. Bury the filter cloth a minimum of 6 inches to prevent undermining.

It is good practice to construct the silt fence across a flat area in the form of a horseshoe. This aids in ponding the runoff and allowing sedimentation.

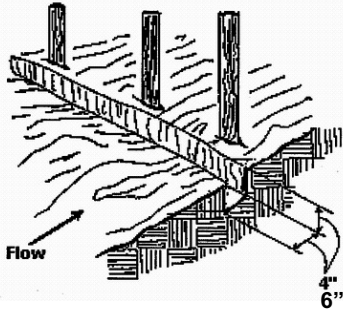
Maintenance: Silt fences must be inspected periodically for damage caused by wind, animals, or equipment and for the amount of sediment that has accumulated. Removal of the sediment is generally necessary when it reaches $\frac{1}{2}$ the height of the silt fence. In situations where access is available, machinery can be used; otherwise, it must be removed manually. The key elements to remember are:

1. The sediment deposits should be removed when heavy rain is expected.
2. The sediment removed should be placed in an area where there is little danger of erosion.

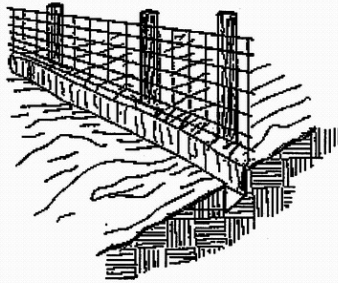
FIGURE 1

APPENDIX

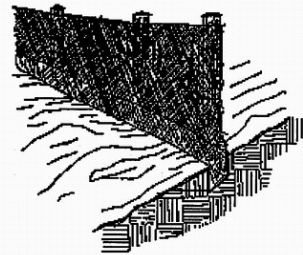
1. Set posts and excavate a 6" x 6" trench upslope along the line of the post.



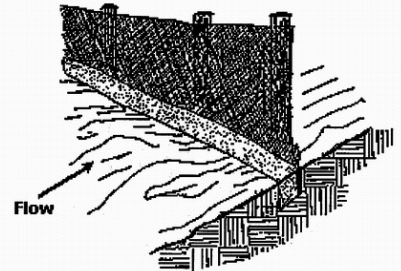
2. Staple the wire fencing to the posts.



3. Attach the filter fabric to the wire fence and extend it into the trench.



4. Backfill and compact the excavated soil.



SILT FENCE DETAIL
Not to scale

C

FINE STRUCTURE

All fines will be billed to the builder. In the event the builder does not pay the fines within the time specified at the time they are imposed, the property owner will be notified and billed for the unpaid fines. The property owner's liability arises pursuant to the contractual provisions of the New Home Application and Article XIV, Section 2(b) of the Amended and Restated [Declaration of Covenants and Restrictions](#).

Until all outstanding fines are paid in full, no subsequent inspections will be performed, and no approvals will be issued for the property. Additionally, the ACC will not approve any new plans submitted by a builder or property owner who has unpaid fines.

ACC INSPECTION VIOLATIONS ¹ \$750.00

BURNING AND FIRE PROTECTION VIOLATIONS ¹

Burning on construction site \$500.00

Fire Department called to site \$500.00

CHANGE ORDER VIOLATIONS ¹

Failure to submit a change order and obtain ACO approval prior to proceeding with work \$250.00

COMPLETION SCHEDULE VIOLATIONS

Fines for failure to complete Exterior and Final Inspections in allotted time frames are calculated from authorized completion date

Work Week Monday thru Saturday

APPENDIX

\$100.00 per day

Fines for failure to complete landscaping in allotted time frame is calculated from authorized completion date

Work Week Monday thru Saturday

\$50.00 per day

CONSTRUCTION SITE CLEANLINESS VIOLATIONS ¹

Dumping on property other than the construction site	\$500.00
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Allowing refuse to stray from the construction site	\$75.00
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Failure to maintain a neat and orderly construction site.	\$250.00
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SILT CONTROL VIOLATIONS ¹

Failure to install silt control measures	\$250.00
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Failure to maintain silt control measures	\$250.00
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TREE REMOVAL VIOLATIONS ¹

Removing trees without the permission of the ACO will subject the builder or property owner to fines in accordance with the current [Tree Policy](#).

If required, trees will be planted to bring the property into compliance with the [Tree Policy](#).

WORK HOURS VIOLATIONS ¹

Proceeding with after-hours work without ACO approval	\$250.00
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¹ First violation in a 24-month period is as listed above. Second violation by builder or property owner on the same property in a 24-month period is double. Third violation by builder or property owner on the same property in a 24-month period is triple, etc.