



Village at Waterside Construction Packet

**This Packet is current as of December 28, 2016.
Before you begin the process of building in The Village at
Waterside,
please contact the Village at Waterside
Home Owner's Association
Architectural Control Committee
to request any updates you may need.**



Welcome to The Village at Waterside.

This packet has been prepared by the Architectural Control Committee (ACC) to assist you with the construction of your home. Included are checklists, material selection worksheets and requirements set forth in The Village at Waterside Covenants and ACC Design Standards.

Information is also provided regarding erosion prevention. Most, if not all, of the streams and waterways around The Village at Waterside development is considered 'State Water Ways'. The local, state and federal inspectors bring a watchful eye to make sure all construction remains in compliance. The erosion section in this packet is a guide only. All government requirements must be followed, at a minimum, in accordance with the Level IA certification.

If you have any questions regarding the construction process, please contact one of the ACC members.

Thank you for choosing The Village at Waterside. We know you will enjoy living here.

Sincerely,

The Village at Waterside HOA
ACC Members



BUILDER APPROVAL APPLICATION

To request approval of a builder for your home in the Village at Waterside, submit the following:

Your name _____ Lot number _____

Address _____

Phone _____ email _____

Proposed builder's name _____

Address _____

_____ Zip _____

Phone _____ email _____

Date _____

Enclosed:

- ___ copy of current licensing as a builder by the state of Georgia
- ___ copy of current Georgia S W C C certification with a minimum 1A level
- ___ copy of resume documenting 5 years of current experience as a builder
- ___ 5 custom homeowner references
- ___ documentation of having built homes in \$500,000 or more price range
- ___ documentation of having built on mountainous terrain
- ___ documentation of financial stability
- ___ copy of poof of insurance
- ___ copy of proof of business license
- ___ list of current (5) subcontractors and (5) suppliers your business relies upon

Submit to: VAW ACC

FEES for home construction paid to Village at Waterside HOA

Plan review fees

- \$ 50.00 (10% of total architectural review fee) Preliminary Home Plan Architectural Review fee (paid at submission of concept drawing and prior to purchasing home plans or contracting with an architect for detailed plans.)
- \$450.00 (90% of total architectural review fee) Interim Home Plan Architectural Review fee (paid at submission of ¼"=1' scale drawings showing all aspects of the home to be constructed)

DEPOSITS paid to Village at Waterside HOA (paid at time of, and as a condition of, Final Plan Approval) *Cash deposits will be invested at a competitive interest rate and will be returned at completion of build with earned interest, minus any penalties and any accounts payable to VAWHOA for damages.*

- \$1,500.00 Builder's deposit – to assure compliance with Rules and Regulations for Builder and Homeowner. *
- \$5,000.00 Homeowner's Deposit – to assure compliance with build to approved House Plans, Site Plan/Land Development Plan, and Landscape Plan. * (paid prior to final approval) This deposit may be increased by \$5,000.00 cash in the event of the first violation, should one occur.

ADDITIONAL COSTS that will be incurred by the builder/homeowner to complete specific aspects of the submittals and construction build-out, include:

- 2'-0" Topographical Survey of the lot required prior to site plan submittal.

Required documents: Complete site plan with land development plans and landscape plans as are required by the Authority Having Jurisdiction (AHJ).

Prices are subject to change according to time vested for each project and in the event of any rate change.

Rules & Regulations for Home Owners and Builders

The Architectural Control Committee (ACC) will review and respond to lot owner's proposed builder application and insure it meets the following criteria before beginning construction. Builder must (1) be licensed in the state of Georgia, (2) have a current GSWCC erosion prevention card with a minimum

Level IA certification, (3) show a minimum of 5 years experience where home construction is their primary occupation, (4) provide a minimum of 5 positive custom homeowner references, (5) demonstrate having built luxury homes in the \$500,000 and up price range, (6) demonstrate experience building on mountainous terrain, and (7) demonstrate financial stability (8) Proof of insurance (9) Business license (10) List of 5 subcontractors and 5 material suppliers. Final approval of the builder is granted by the Village at Waterside Home Owner's Association (VAWHOA) board of directors. **No construction or disturbance of lot is to commence without written approval of submitted builder and final approval of house and site plans by the VAWHOA ACC.**

1. Homeowner's builder will adhere to the Village at Waterside ACC Design Standards & comply with all Georgia State & County Environmental Protection Division requirements as well as Waterside's Erosion, Sedimentation and Pollution Plan. Builder is required by the Georgia EPD to obtain a Primary Permittee Permit.
2. A Site Plan approved by the Village at Waterside ACC is required before any ground on the lot is disturbed, including any grading or clearing of trees. Builder will install and maintain Type "C" silt fencing below and around all areas to be disturbed per site plan as well as comply with all Georgia State & Bartow County land disturbance requirements. Any damaged silt fence will be replaced immediately. If not repaired within 24 hours of notification, the ACC may at its discretion replace the fence at a cost which will be charged to the Lot owner. All silt fencing will be removed from lot after landscaping is complete and disturbed area is stabilized but in no case more than 12 months from completion of the house. EPD, Bartow County & City of Emerson will, at their discretion, inspect silt fence and erosion protection items and notify builder, possibly with a fine, if a violation occurs.
3. No improvements, excavations, tree cutting or storage of materials will be permitted on any lot until all EPD, Georgia State & County regulations are met, a Land Disturbance permit and building permit is acquired and posted in permit box on site. (After 1st Warning Minimum Fine: \$250 per day)
4. Builder shall provide a person authorized by the builder to bind the builder to decisions made at the site. This designated person must be available by phone and can be physically on-site within 1 hour if requested by HOA Board, ACC or AHJ representative. (After 1st Warning Minimum Fine: \$250 per incident)

5. All roads and paved areas adjacent to the build will be clear, clean and open for traffic 24 hours a day. (After 1st Warning Minimum Fine: \$250 per incident)
6. Any mud or dirt moved onto roads due to any of their subcontractors will be cleaned up before leaving the site that day. (After 1st Warning Minimum Fine: \$250 per incident)
7. No heavy equipment will be loaded or unloaded on paved roads. Heavy equipment will not be walked on paved roads to other work areas or across property not owned by them. Shoulders will be raised up to street level, to prevent breakage of asphalt along edges. Any damage to streets will be builder's and owner's responsibility to repair. (Fine: Pay the cost to repair)
8. Construction debris and trash will be deposited in a proper trash container on site, which shall remain on site at all times where indicated on the Site Plan. When containers are full, they will be covered and removed to a proper county approved dump location. (After 1st Warning Minimum Fine: \$250 per incident)
9. Each worksite will have a properly maintained and clean Port-A-John, screened with standard wood lattice to 8'-0" height on three sides with the door opening shielded from street view on site for the use of all construction personnel. (After 1st Warning Minimum Fine: \$250 per incident)
10. Working hours will be 7:00 a.m. to 7:00 p.m. Monday through Friday. Working on Saturdays will be restricted from 9:00 a.m. to 5:00 p.m. No work on Sunday or holidays. No heavy trucks will be allowed on Saturday (concrete, dump, material) unless permission has been granted by the HOA Board or ACC due to extenuating circumstances. The use of loud equipment, jackhammers, nail-guns, etc. will not be allowed on Saturdays. (After 1st Warning Minimum Fine: \$500 per incident Monday-Friday. \$1000 per incident Saturday/Sunday/Holiday)
11. Any damage to roads, shoulders, drainage structures, entrance structures, entrance gates, adjoining lots or other person's property will be the responsibility of the Owner and Builder and are to be repaired or replaced. This is a requirement whether caused by themselves, their vendors, subcontractors, and/or visitors to their lot.(Fine: Pay the cost to repair)
12. Damage caused by wind, storm, rain or act of God will be the Owner 's and Builder's responsibility to clean up or repair in a timely manner but not to exceed one week. (After 1st Warning Minimum Fine: \$250 per incident)

13. If construction is to be suspended for over 30 days the ACC will be notified and approve the plan, in detail, to resume construction. All stored building materials will be removed until construction resumes. If not completed within 12 months, the HOA has the right to pursue legal actions.
14. Concrete delivery trucks will wash out on owner's property in the area designated for it & not be washed out on the road or right of way or adjacent lots. (After 1st Warning Minimum Fine: \$250 per incident)
15. Loud music that disturbs others is not allowed on the job site. Builders will do everything they can within reason to keep noise levels down. Vulgar language, obscenities or obscene behavior by construction workers in the development is strictly forbidden. Loud music that disturbs others is not allowed. (After 1st Warning Minimum Fine: \$250 per incident)
16. The builder and owner are liable for all sub-contractors and vendors they employ while at The Village at Waterside.
17. Open fires will not be permitted at any time. (After 1st Warning Minimum Fine: \$500 per incident)
18. Posted driving speed limits will be adhered to at all times. (After 1st Warning Minimum Fine: \$250 per incident)
19. Builders will only access adjoining properties to deliver or store materials with written permission of owner. (After 1st Warning Minimum Fine: \$250 per incident)
20. All vehicles will be parked to not obstruct traffic or damage property. Builder vehicles and construction equipment may be left on site when kept off the road. Parking will be off of street and is not allowed overnight. (After 1st Warning Minimum Fine: \$250 per incident)
21. Only one approved Builder sign may be used on each site. This sign will be submitted to ACC for approval and must meet the ACC's color & size standards. No additional signs of any type are allowed, and it is the builder's responsibility to immediately remove all unauthorized signs. All signage is to be removed within 30 days of certificate of occupancy date. (After 1st Warning Minimum Fine: \$250 per incident)

22. Anytime during construction and before the final ACC signoff, the ACC, Village at Waterside HOA board or their representative have the right to inspect the construction for compliance.
23. The builder and owner have full responsibility for the entrance and exit of all subcontractors and suppliers via a discreet gate code that will be issued by VAW HOA. Contact Ricky Koch (rkoch@bellsouth.net) for the code. Construction workers are NOT allowed in the development except for the documented work days and hours. (After 1st Warning Minimum Fine: \$250 per incident)
24. Builder and owner are responsible for all contractors, sub-contractors and suppliers to comply with all rules. Parties that do not comply with the rules may be denied access to Village at Waterside.
25. Should a builder or lot owner incur 3 violations of any of these listed Builder Rules within a 12 month time period then ALL Fines will be double the amount shown.
26. Builder will make a \$ 1,500 deposit and home owner will make a \$ 5,000 deposit to WHOA to assure compliance with Approved House Plan and Approved Site Plan, and with these Rules and Regulations. These deposits will be cash. The Home Owner's deposit may be increased by \$5,000 cash in the event of a first violation, should one occur. Cash deposits will be invested at a competitive interest rate and will be returned at completion of build with earned interest, minus any penalties and any accounts payable to VAWHOA for damages.
27. REMEDIES: In the event of violations to these Rules and Regulations and/or non-compliance of build to approved house plan and approved site plan, VAWWHO shall, notify in writing of said violation and may, at their discretion, impose fines ranging from \$100-\$1000 and/or impose daily fines, as needed. The HOA Board and ACC have the authority to order the halt of construction and/or to assess fines until violations are corrected and/or build is brought into compliance with approved plans. The total amount of said fines will be collected from the builder's and or homeowner's deposit.

AGREEMENT

Signed by Architectural Control Committee:

1. _____

2. _____

3. _____

Date _____

Signed by VAWHOA President

Signed by Owners: By my signature, I agree to abide by these Rules and Regulations.

1. _____

2. _____

Date _____

Signed by Builder(s): By my signature I agree to abide by these Rules and Regulations.

SILT FENCE & OTHER EROSION PREVENTION REQUIREMENTS

1. Silt fence must be a Type "C" fence. This includes:
 - a. DOT approved fabric
 - b. metal stakes
 - c. hog wire backing
2. Silt fence must be properly installed into a 4-inch trench and then backfilled with dirt.
3. When fence is 2/3 full, silt must be dug out and buried, or a second fence must be installed.
4. Silt fence must be inspected by builder after every rainfall to assure continued compliance with regulations.

Bartow County and Village at Waterside Land Disturbance Requirements

Have a current Georgia Soil & Water Conservation Commission (GSWCC) card with a minimum Level IA certification. Most, if not all, of the streams and waterways around Village at Waterside subdivision is considered 'State Water Ways'. The local, state and federal inspectors bring a watchful eye to make sure all construction remains in compliance. The erosion section in this packet is a guide only. All government requirements must be followed, at a minimum, in accordance with the Level IA certification.

Builder to apply for Land Disturbance Permit - The Georgia Water Quality Control Act requires the issuance of a National Pollutant Discharge Elimination System (NPDES) permit before construction activities begin related to building structures (including homes, garages, out buildings, swimming pools) within a common development located in the state of Georgia. Because Village at Waterside developer is no longer a primary NPDES permittee, a tertiary NPDES permit must be issued to the builder for each lot PRIOR TO THE BEGINNING OF LAND DISTURBANCE ON THE LOT. To learn more about NPDES permitting and to acquire permit applications go to www.gaepd.org or call EPD Watershed Protection Branch at 404-675-6240. Any other questions can be directed to the Environmental Protection Division District office at 770-387-4900.

Fill out Erosion and Sedimentation Inspection Permit (ESIP) application

Get ESIP card & place it on Permit Board

Install all required Best Management Practices (BMP's) - silt fence, silt traps, soil stabilization, etc.

Install required construction entrance/exit

Clear lot as approved (no stump removal or grading)

Call for Initial (1st) ESIP inspection

Get Initial (1st) ESIP inspection approval

Clear lot, make cuts & grades as approved

Stabilize site – grassing, mulching, silt fence repair, etc

Call for (2nd) ESIP inspection - grading

Get (2nd) ESIP approval for grading

Have a current Contractors License issued by the State of Georgia

Apply for Building Permit

Receive Building Permit

Construct home & maintain all erosion prevention measures

Call for final Erosion and Sedimentation inspection for final stabilization. Requirement is 100% covered with 70% density including grass and plant beds.

Apply for Certificate of Occupancy (C.O.) Allow 2-3 week notice before expected CO date.

Site Plan Approval Checklist

Builder (B)*:	Phone #	e-mail:
Homeowner(HO):	Phone #	e-mail:

Site Plan Must Include the Following Items;			Approved/ Completed
1	House laid out to scale on lot		
2	Finished floor elevations of main & terrace levels		
3	Scale of drawing		
4	Setback from center or edge of road to front of house		
5	Tree line save		
6	Contours (2' increments) of actual & proposed elevations		
7	Garage with driveway layout		
8	Drainage pipe locations		
9	Primary silt fence & erosion control measure locations		
10	Gravel/construction entrance pad		
11	Dumpster location		
12	Porta-John location		
13	Retaining walls		
14	Septic tank location		
15	Septic field location (primary & secondary) with silt fence shown		
16	Approval bracket on bottom right corner of drawing		
17	Mailbox location		
18	Garbage container location (if kept on exterior of house)		
19	Lot number		

Submit to: _____

Date submitted: _____

Date approved: _____

Signed: _____

Village at Waterside

Construction Checklist

LOT # _____

Builder (B)*:	Phone #	e-mail:
Homeowner(HO):	Phone #	e-mail:

Builder Approval and Design Review Process			Date Submitted	Approved/ Completed
HO	1	Owner to notify ACC of intent to start construction		
ACC	2	ACC will provide owner with building requirements package (Home Owner Constr. Packet)		
HO	3	Owner to submit Builder Approval Form		
ACC	4	ACC will review builder application & respond		
HO/B	5	Owner to submit 11" x 17" copy of the proposed home prior to purchasing plans. Plans are to show front elevation & floor plans of main, upper & lower (terrace) levels		
ACC	6	ACC & architectural consultant will review submitted plans, respond to owner with comments (15 working days) Cost is \$50.00 for initial review		
-	7	Once ACC has given preliminary approval of plans, owner will do the following;		
HO/B	7a	Purchase the approved plans or have an architect design a complete full size set of 1/4" scale drawings		
HO/B	7b	Submit a full set of plans to the ACC for architectural review reflecting the requirements of the 'Design Standards' & initial review. Cost is \$450.00		
ACC	7c	ACC will work with the architectural consultant to review the plans & respond within 30 working days with comments		
HO/B	7d	Submit Exterior Color and Material Selections Form to ACC for approval		
Site Planning Process: (No disturbance of land authorized without approval)				
HO/B	7e	Hire a licensed surveyor to perform a 2'-0" contour topographical survey of the lot.		
HO/B	7f	Hire a licensed soil engineer to perform a Level 4 Soil Analysis.		
HO/B	7g	Hire a Bartow County approved septic system installer to design the system & study the space requirements necessary for the septic system vs the proposed house size/ placement		
HO/B	7h	Hire & meet with the land planner on site to finalize house placement requirements		
HO/B	7j	Submit Designed Land Plan to ACC for approval (ACC to respond within 10 days)		
Land Disturbance Procedures / On-Site Approval: (No disturbance of land authorized without approval)				
HO/B	8	Install Approved Building Permit sign and copy of permit to ACC.		
HO/B	9	Stake House on Lot and Verify Setbacks then call ACC for inspection		
HO/B	10	Submit EPA Primary Permittee Form to ACC.		
HO/B	11	Flag clearing area in orange & tree save in green (install tree save around base/roots of trees)		
HO/B	12	Install and Maintain Type "C" Silt Fencing as well as all required erosion prevention measures. (Before Clearing / Grading Begins)		
HO/B	13	Stake "Construction Entrance" per Spec sheet (20' w x 50' d; 6" thick gravel)		
HO/B	14	Stake area(s) of 18" culvert pipe where needed at driveway(s)		
Landscape Design Plan				
HO/B	19	Submit landscape design & plan to ACC for approval.		
FINAL APPROVAL				
HO/B	20	After landscaping has been installed and all construction completed, request final review and approval from ACC before closing.		

Comments:

* Builder must be licensed and approved by the ACC as part of the plan approval process.



PLAN APPROVAL APPLICATION

Step One (of four): PRELIMINARY House Plan Review

Submit plan in either print or email format for preliminary review to determine if the plans meet the guidelines set forth by the Waterside Design Standards. Also submit a 2'-0" topo of the lot. This process is to allow you to begin preparation and purchasing of construction plans. This is NOT the final approval.

Your name _____

Address _____

_____ ZIP

Phone _____

Email _____

Lot number _____

Approved builder _____

Fee of \$50.00 (10% of total architectural review fee) must be included with submission (check payable to VAWHOA).

Submit to: VAW HOA Architectural Control Committee

PLAN APPROVAL APPLICATION

Step Two (of four): CONDITIONAL House Plan Approval

Submit construction plans in the following manner: all elevations, roof plans, all floor plans and any outdoor living areas or structures

- All plans must be to scale 3/16" = 1'0" or larger (preference is 1/4"=1'-0")
- Plans will be submitted to Architect for review and mark-up.
- Plans will be redlined and **CONDITIONAL** approval may be granted. The final step, Final Approval, will be contingent upon receipt of (1) revised plans with necessary changes made and (2) receipt of builder's deposit of \$ 1,500; and home owner's deposit of \$5,000. *Deposits will be invested at a competitive interest rate and returned with interest earned at completion of build, minus any penalties and/or outstanding payments due to VAWHOA.*
- Plans must meet all Village at Waterside Design Standards, covenants and restrictions set forth by VAWHOA or be granted a written variance from the ACC.
- Any plan not conditionally approved at first review will be charged an additional re-submittal fee at \$150. per hour not to exceed \$450.00.
- A site planning is required with topo & preliminary plan submitted in the final package.

Your name _____ Lot Number _____

Address _____

ZIP

Phone _____ Email _____

**Architectural Review fee of \$450.00 must be included with submission (check payable to VAWHOA).
This pays for the final review.**

NOTE: A Site Plan must be submitted to the ACC and approved before construction begins

Submit to: VAW HOA Architectural Control Committee,

PLAN APPROVAL APPLICATION

Step Three (of four): SITE Plan Approval

Submit:

1. **Site Plan – refer to Site Plan Approval Checklist**

Your name _____ Lot number _____

Address _____

ZIP

Phone _____

Email _____

Date _____

Submit to: VAW HOA Architectural Control Committee

APPROVED BY: VAWHOA Architectural Control Committee

Date _____

PLAN APPROVAL APPLICATION

Step Four (of four): FINAL House Plan Approval

Submit:

1. **House Plan** with any needed changes.
2. Completed & approved **Site Plan**
3. **\$ 1,500. builder's deposit** to assure compliance with Approved House & Site Plans, Design Standards, Rules and Regulations for Approved Builders & Homeowners, and Landscape & Vista Pruning Guidelines Agreement
(check payable to Village at Waterside Home Owner's Association), *
4. **\$ 5,000. home owner's deposit** to assure compliance with Approved House & Site Plans, Design Standards, Rules and Regulations for Approved Builders & Homeowners, and Landscape & Vista Pruning Guidelines Agreement
(check payable to Villages at Waterside Home Owner's Association). *

Your name _____ Lot number _____

Address _____

Phone _____ Email _____ ZIP _____

Date _____

Submit to: VAWHOA Architectural Control Committee

APPROVED BY: VAWHOA Architectural Control Committee

Date _____

- ** Deposits will be invested at a competitive interest rate and returned with interest earned at completion of build, minus any penalties and/or outstanding payments due to Waterside Home Owner's Association.*

Village at Waterside

**EXTERIOR COLORS
& MATERIALS**

Lot # _____ Builder: _____
 Home Owner: _____ Architect: _____
 Date: _____ Plan #: _____

EXTERIOR PAINT & STAIN COLORS			
Siding	Trim	Accent	Other
<i>Color Sample Here</i>	<i>Color Sample Here</i>	<i>Color Sample Here</i>	<i>Color Sample Here</i>
Color # _____ Name _____	Color # _____ Name _____	Color # _____ Name _____	Color # _____ Name _____

EXTERIOR MATERIALS			
	Style / Materials	Color	Manufacturer
1) Roof Shingles	_____	_____	_____
2) Windows	_____	_____	_____
3) Front Door	_____	_____	_____
4) Exterior Doors	_____	_____	_____
5) Roof - Metals	_____	_____	_____
6) Mortar	_____	_____	_____
7) Stone	_____	_____	_____
8) Brick	_____	_____	_____
9) Garage Doors	_____	_____	_____
10) Shutters	_____	_____	_____
11) Front Porch	_____	_____	_____
12) Railings	_____	_____	_____
13) Columns	_____	_____	_____
14) Brackets	_____	_____	_____
15) Siding – Shake	_____	_____	_____
16) Siding - Lap	_____	_____	_____
17) Siding – B & B	_____	_____	_____
18) Drive Entry Inset	_____	_____	_____
19) Low Voltage Light	_____	_____	_____
19) Screens (no front)	_____	_____	_____
20) Exterior Lights	_____	_____	_____

Items Approved: #s: _____
Items Not Approved: #s: _____
ACC Approvals: 1. _____ 2. _____ 3. _____
Date of Approval: _____

REVISION # 1 Item #s	REVISION # 2 Item #s
Revision # 1 Approvals: 1. _____ Date; 2. _____ Date; 3. _____ Date;	Revision # 2 Approvals: 1. _____ Date; 2. _____ Date; 3. _____ Date;

Date submitted; _____ Submit to: VAW HOA Architectural Control Committee

Notice

Written approval is required prior to any disturbance of soil, trees or vegetation, other than normal maintenance, on empty lots including tree cutting, grading and vista pruning.

Written approval is also required before changes are made to the exterior (including color) of existing homes, and before significant changes are made to the landscape of existing homes.

To request approval contact:

Village at Waterside HOA Architectural Control Committee