

Appendices

(Revised October 2008)

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Construction Guidelines for Contractors

1. The property owner is responsible for all construction activity at the site. The contractor or the contractor's site supervisor, however, is expected to make certain that day-to-day activities of all employees and subcontractors at the site and traveling within High Vista conform to the Guidelines and Protective Covenants. Observance of the speed limits and the ban on littering should be brought to the attention of all contractor personnel.
2. No construction vehicles are permitted on Country Club Road between Vista Falls Road and the Country Club upper parking lot. Truck routes are clearly marked and should be followed by all construction vehicles larger than pick-up trucks. The back gate is not to be used by construction vehicles at any time.
3. The property owner must provide proof of the contractor's liability insurance coverage and contractor's license to the Housing Committee Chairman.
4. The construction site will be maintained in a reasonable orderly manner.
5. Construction vehicle weight limits are:
 - a. Single-axle trucks - 10,000 lb. Net Weight
 - b. Tandem-axle trucks - 20,000 lb Net Weight
 - c. Concrete trucks - 5 yards maximumTri-axle trucks and tractor-trailer combinations are not permitted. Any exception requires prior approval from the Housing Committee Chairman.
6. A list of the names of individuals/sub-contractors requiring admittance to High Vista for construction purposes shall be provided to the Main Gate Security guard in advance. The Contractor's cell phone number must also be supplied on this list.
7. Silt fences shall be erected to protect slopes and roadside drainage before any grading begins. (See Silt Fence Design & Installation Requirements described in General Regulations.)
8. Asphalt or concrete curbing is not permitted adjoining any High Vista right of way.
9. The speed limits shall be observed and all vehicles must avoid road shoulders for passing or turning around. Vehicles parked at the site shall not block though traffic on roadways.
10. The installation of water taps must be coordinated with the Carolina Water Services in the Estates and the Hendersonville Water Department in the Falls.
11. The Housing Committee reserves the right to visit the construction site at any time to ensure that all regulations regarding grading, runoff, and right of way integrity are followed as well as to insure that construction form and materials are according to approved plans. See appendix for HC Supervisor Checklist which will be used by the HC Site Supervisor during construction.

REQUIREMENTS FOR ISSUANCE OF A BUILDING PERMIT

The Housing Committee shall insure that the prospective homeowner and general contractor/builder have met the following requirements in order for a High Vista Community Building Permit to be issued:

1. Two complete sets of building plans and specifications will be provided and retained by the HC.
2. Two plot plans will be provided that show the location of the building and driveway on the lot, with all setbacks indicated. Prior to the start of construction the HC representative and the owner/builder will verify setbacks as staked on the building site.
3. A topographical survey will be provided.
4. The HC will review and approve the provided plans and specifications only after assuring they are in compliance with High Vista covenants and architectural guidelines, particularly as they apply to square footage, exterior materials, driveway design, runoff abatements, and lot line setbacks.
5. Any trees that are to be removed to accommodate the building must be first approved for removal prior to any site preparation or location of building materials and equipment. Any tree of 6" or greater diameter at 1' high that is to be removed will be marked with ribbon tape prior to the review process except those in the building envelope.
6. A foundation survey will be submitted to the HC when the foundation is marked or when it is completed if within two feet of setback.
7. The general contractor must provide proof of current contractor's liability insurance of not less than \$1,000,000.00. The general contractor will also provide proof that all subcontractors are either covered under this policy or under another liability policy of not less than \$1,000,000.00.
8. The Building Permit checklist or the Provisional Site Development checklist shall be completed and signed/dated by the lot owner and the general contractor/builder. This instrument covers:
 - a. HC approval of building plans, specs, plot plan
 - b. Conditions(s) of approval, if any
 - c. Confirmation of acceptance of Protective Covenants
 - d. Agreement to abide by "Construction Guidelines for Contractors"
 - e. Submittal of Contractor/builder proof of liability insurance.
 - f. Submittal of Contractor License
 - g. Submittal of payments covering building permit and surety deposit. (Call HOA office for current fees)
9. Completed and signed/dated Review Process Form and Construction Application Deposit and Agreement Form.
10. The lot owner is responsible for ensuring that the general contractor/builder and all other subcontractors or suppliers who work or conduct business in High Vista are aware of and abide by all High Vista covenants and these Architectural and Construction guidelines.

Construction Application Deposit & Agreement

Contractor Information:

Name: _____

Address: _____

Phone: _____

License#: _____

Construction Location

Address & Lot #

Owner:

New or Exterior Improvement

Re-staining: _____

Agreement:

I, _____ as property owner and
I, _____ as contractor for the above
construction project, acknowledge and agree that the above described deposit is being
held by _____ in order to insure that improvements will be
completed in accordance with plans and specifications that have been approved by the
Housing Committee.

We further acknowledge and agree that:

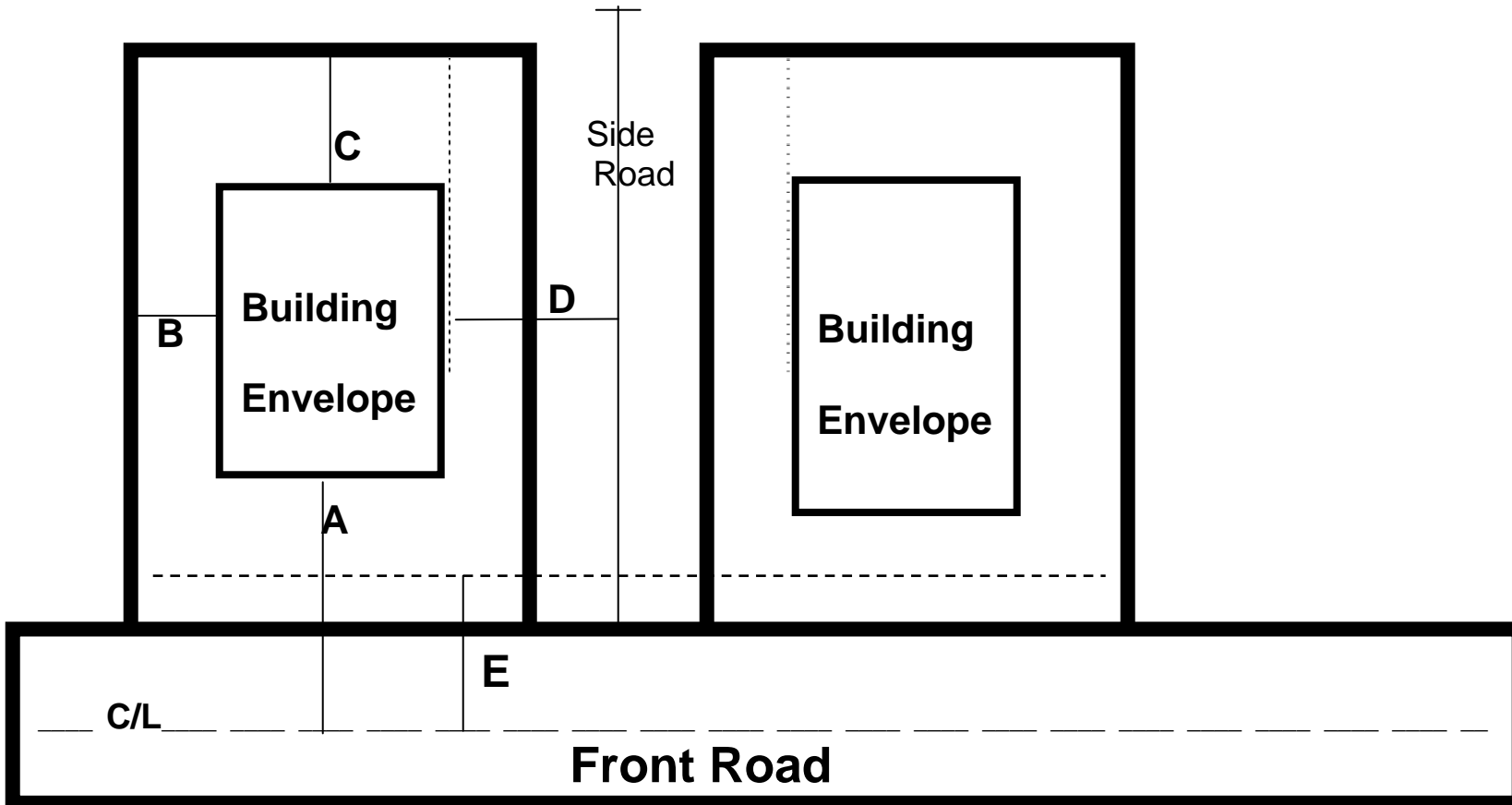
1. We have read and understand the Covenants and Restrictions applicable to the Architectural Guidelines and will follow and obey the said Covenants, Restrictions and Guidelines.
2. We are responsible for completing the project as described by the drawings and specifications approved by the Housing Committee.
3. We will maintain a clean construction site at all times and install a job sign, dumpster and job toilet in conformance with the Architectural Guidelines.
4. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
5. We understand that, all workers and vehicles that enter High Vista are subject to search to help prevent theft of materials and equipment
6. We understand that any surety deposit will be returned after Final Inspection approval with no interest added. We understand that any monies paid out for the correction of changes not approved by the Housing Committee or the costs of work necessary to reinstate the appearance of untidy sites will be deducted from the deposit.
7. We understand that if the work is not completed within the permit period or is not completed as per approved plans and specifications, we forfeit any claim to the surety deposit.

Property Owner's Signature

Contractor's Signature

Application approved this _____ day of _____ 20____

TYPICAL SINGLE FAMILY RESIDENCE LOT SETBACKS
(NOT TO SCALE)



- A - Front Setback -40' from center of Road
- B - Side Setback -15' from Lot Boundary (5' for "C" Lots)
- C - Rear Setback -20' from Lot Boundary (30' on Golf Lot)
- D - Side Setback-Adjoining Street.....40' from center of Side Road
- E - Utility Easement -30' from Center of Road

BUILDING PERMIT CHECKLIST

LOT #: _____
LOT ADDRESS _____
LOT OWNER(s) _____ PHONE _____

MAILING ADDRESS _____
CONTRACTOR (COMPANY) _____ PHONE _____
MAILING ADDRESS _____

SITE SUPERVISOR _____ PHONE _____
CELL PHONE _____

HVHOA Site Supervisor _____ PHONE _____
CELL PHONE _____

BUILDING PERMIT REQUIREMENTS PERMIT # _____

Building Plans received (2 sets) _____ Approved _____
Plot Plan received (2 sets) _____ Approved _____
Conditions of approval _____

Contractor Proof of Liability Insurance received _____ Exp. Date _____

Contractor License received _____ Exp. Date _____

Foundation Survey received _____ (If within 2 feet of setback)

Checks to HVHOA received (building permit & surety deposit) _____

HVHOA Assessments Paid _____

Color Samples (2 sets) _____

Landscape plan _____

Topographical Survey received _____

By signature below, the lot owner(s) and general contractor agree to the following:

1. To have read and to abide by all provisions of the Protective Covenants of High Vista. Any violation could result in the loss of my surety deposit and/or legal proceedings against me.
2. To have read and to abide by the HOA Architectural Guidelines.
3. There shall be no open burning of any brush, stumps or felled trees, building material of any nature, trash or other combustible materials.
4. There shall be no burying of materials.
5. Any pets brought to the building site by any contractor or worker will be restrained and not allowed to roam free.

The lot owner(s) shall notify the Housing Committee upon completion of construction. This action will initiate HOA procedure for return of surety deposit as approved by the HOA.

Lot Owner(s) _____ Date _____

Contractor/Builder _____ Date _____

For High Vista Community _____ Date _____

PROVISIONAL SITE DEVELOPMENT CHECKLIST

LOT #: _____

LOT ADDRESS _____

LOT OWNER(s) _____ PHONE _____

MAILING ADDRESS _____

CONTRACTOR (COMPANY) _____ PHONE _____

SITE SUPERVISOR _____ PHONE _____

CELL PHONE _____

HVHOA Site Supervisor _____ PHONE _____

CELL PHONE _____

PERMIT REQUIREMENTS

PERMIT # _____

Written Description of work including schedule received _____ Approved _____

Sketches / Drawings Received _____ Approved _____

Applicable Photos (owner's option) Received _____

Conditions of approval _____

Contractor Proof of Liability Insurance received _____ Exp. Date _____

Checks to HVHOA received (building permit & surety deposit) _____

HVHOA Assessments Paid _____

By signature below, the lot owner(s) and general contractor agree to the following:

1. To have read and to abide by all provisions of the Protective Covenants of High Vista. Any violation could result in the loss of my surety deposit and/or legal proceedings against me.
2. To have read and to abide by the HOA Architectural Guidelines.
3. There shall be no open burning of any brush, stumps or felled trees, building material of any nature, trash or other combustible materials.
4. There shall be no burying of materials.
5. Any pets brought to the building site by any contractor or worker will be restrained and not allowed to roam free.

The lot owner(s) shall notify the Housing Committee upon completion of construction. This action will initiate HOA procedure for return of surety deposit as approved by the HOA.

Lot Owner(s) _____

Date _____

Contractor/Builder _____

Date _____

For High Vista Community _____

Date _____

Review Process Form

Lot #: _____
Date: _____

General Information:

Project Address: _____

Owner: _____

Address: _____

Phone: _____

Architect/Designer: _____

Address: _____

Phone: _____

General Contractor: _____

Address: _____

Phone: _____

Areas: Square Feet

Main Floor _____

Living Area _____

Garage _____

Other _____

Exterior Materials Details/Descriptions

Foundation : _____

Exterior Walls (colors/materials): _____

Exterior Doors and Windows: (color, mfg. , clad or wood, metal)

Roofing: (color, mfg., name) _____

Garage Doors (color, mfg, name) _____

Drives: _____

Paved Areas: _____

Check List

_____ Elevations/Floor Plans (2 sets)

_____ Site Analysis (2 sets)

_____ Site Plan (2 sets)

_____ Landscape Plan

_____ Color Sample (2 sets)

_____ Details

_____ Topographical Survey

SCHEDULE OF FEES

Building Permit—New Construction (Non-refundable)	\$3500.00
Surety Deposit (Refundable)	\$1500.00
Building Permit—3 month extension (Maximum 4)	\$250.00
Provisional Site Development Permit	\$250.00
Building Permit—Additions and Alterations:	

***A-Minor remodel, with no structural changes:
Cost not to exceed \$10,000.00 Fee: \$100.00***

***B-Major remodel, with any structural changes:
Cost up to \$75,000.00 Fee: \$500.00***

***C-Renovation / remodel with a cost of \$75,000.01, to \$175,000.00
Fee \$ 750.00***

***D-Renovation / remodel above \$175,000.00
Fee: same as new home construction schedule (currently \$3,500.00)***

B,C&D require scale drawings, including floor plans and elevations, following all other existing new construction guidelines.

The above building permit fees are all non-refundable.

Refundable Surety deposits, B=\$ 1,000.00, C&D=1,500.00

These fees are subject to change by the HOA Board. Check with the HOA Office or the Housing Committee Director prior to applying for a Building Permit.

Schedule of Fines

VIOLATION	FINES
Open Burning	\$ 100.00 / incident
No Building Permit	\$ 100.00 / incident
Violation of Setback	\$ 100.00 / incident
Non-conforming Structure	\$ 75.00 / day
Unauthorized Signage	\$ 25.00 / day
Unauthorized Tree Removal	\$100.00 / tree + replacement trees
Free Running Dogs	\$ 50.00 / incident
Unauthorized Entry	\$ 50.00 / incident
On-Street Parking	\$ 25.00 / day
Speeding / Reckless Driving	\$ 100.00 / incident
Recreational Use of Non-Autos	\$ 50.00 / incident
Offensive Activity	\$ 50.00 / day
Roadside Hazards	\$ 50.00 / day
Unauthorized Road Signs/Obstruction	\$ 50.00 / day
Non-Payment Due, Fees, Etc.	Interest plus late fees
Unsightly Condition, Littering	\$ 25.00 / day
Unsanitary Conditions	\$ 100.00 / day
Unauthorized On-Property Storage	\$ 25.00 / day
Exposed Propane Tanks	\$ 50.00 / day
Underage Golf Cart Driver	\$ 100.00 / incident
No Provisional Site Dev. Permit	\$ 100.00 / incident
Violation of Architectural Guidelines	\$ 100.00 / day
Other Violations	\$ 100.00 / day

Supervisor Checklist

Date: _____ Building Permit: _____

H. C. Supervisor Name: _____ Phone Number: _____

Lot Owner: _____ Phone Number: _____

Cell Number: _____

Address & Lot Number: _____

Current Address: _____

Contractor: _____ Phone Number: _____

Cell Number: _____

Email Address: _____

Received Copies of elevations and Building Site Plans _____

Colors are Submitted for Siding, Trim, Shingles, rock, etc. _____

Review Stake Out of Building Site and Setbacks with Builder and/or

Lot Owner _____

Silt Fence in place and per requirements in General Regulations _____

Trees to be Removed Outside of Building Envelope Marked with

Ribbon and Photos Taken, if Necessary _____

Contractor Sign with County Building Permits Attached & Set of Plans

Prior to Excavation _____

3/4" Crushed Run Rock, Road Bond or Similar Rock on Drive Appropriate

Distance After Excavation and Before Construction _____

Portable Toilet Placed as Far From Street as Possible with the Door

Facing Away From Street and Neighboring Homes _____

If Foundation is Close to Minimum Setbacks Required, then Second Survey Needed

Immediately After Footings Placed (two feet or less) _____

Dumpster on Site _____

Check Frame Stick Construction & Roof Trusses for Conformance to Plan _____

Site Cleanliness and Silt Fence condition Checked as Needed _____

One Foot Square Color Sample(s) Applied and/or Approved _____

If Required by Pitch, Driveway Surface Drain Installed or Pitch Modified at Street

Connection per Plan Approval _____

Landscaping as per Plan (weather permitting) _____

Final Inspection with Housing Director for Return of Surety Deposit _____

Returned to Housing Director _____

High Vista Homeowners Association, Inc.
Final Residence Checklist for Surety Deposit Refund

Lot #: _____ Street Address: _____

Owner(s): _____

Phone #: _____

	YES	NO
1. Have the building provision of the Protective Covenants been complied:	_____	_____
2. Is there any obstruction to the free flow of rain water through the natural drainage ways on the property?	_____	_____
3. Is there any construction related erosion of the lot or of adjoining lots?	_____	_____
4. Has there been any curbing built into the roadway?	_____	_____
5. Has any tree larger than 6" in diameter been cut down? (other than for construction purposes)	_____	_____
6. Are the lot and building site free of dumpster, construction debris, litter, and materials?	_____	_____
7. Is there any construction - related damage to the road? (sign-off below of Road's Chair)	_____	_____
8. Is there any construction related damage to the gates? (sign-off below of Security Chair)	_____	_____
9. Is there any construction related damage to the water system?	_____	_____
10. Is there any silt/mud runoff to adjacent lots or properties related to improper silt fence installation or upkeep?	_____	_____
11. Conditions: _____		

 Road's Chair

 Security Chair

 Owner(s)

 HVHOA - Housing

DATE: _____