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**ACC Rules &  
Regulations**

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**2018**

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**GLADE SPRINGS VILLAGE  
PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

**INTRODUCTION**

The following rules and regulations are published by the Architectural Control Committee (ACC) of Glade Springs Village POA to orient the property owners and general contractors to the correct procedures, requirements and specifications for construction on lots within Glade Springs Village.

These rules and regulations may change from time to time. Please check with the ACC administrator for a current issue. These regulations were adopted pursuant to the authority provided by the **Declaration, Covenants and Restrictions** of Glade Springs Village, Daniels, WV, and wherever these rules and regulations exceed in scope those established by the State of West Virginia or other appropriate body, the stricter rules and regulations shall apply.

**THE COMMITTEE AND/OR GLADE SPRINGS VILLAGE POA IS NOT RESPONSIBLE FOR THE WORKMANSHIP, QUALITY OR CONFORMITY WITH CONTRACTUAL SPECIFICATIONS OF ANY CONSTRUCTION. THIS IS A MATTER BETWEEN THE OWNER AND HIS/HER CONTRACTOR. NO WARRANTY OR REPRESENTATION IS MADE TO OR SHOULD BE IMPLIED BY ANY INDIVIDUAL OWNER THAT THE ACTIONS OF THE ACC IN ISSUANCE OF PERMITS, INSPECTIONS AND APPROVAL OF THE CONSTRUCTION OR OTHERWISE, IS INTENDED AS AN IMPLIED APPROVAL OF THE QUALITY, SAFETY, DESIRABILITY OR SUITABILITY OF SUCH DESIGN OR CONSTRUCTION.**

The protective covenants that establish and provide for this committee may be amended, rescinded or added to, provided, however, such amendments, rescission or addition shall not make less restrictive the protective covenants pertaining to those lots zoned as residential.

As stated in the Declaration, Protective Covenants and these standards, the function of the ACC is designed to enforce these covenants. This enforcement should be viewed as a best effort attempt to protect the aesthetics and property values as well as enforcement of these rules. The enforcement will protect the property values.

## The Approval Process

The approval process described below applies to all **new** construction planned for Glade Springs Village. The applications for permit approval received for any improvements to existing structures should follow the guidelines established on page 33 of this document.

Deviations from approved plans that affect the exterior appearance or site location or plans may result in suspension of privileges (including a builder's or contractor's ability to be approved as contractor for further new construction) and penalties as outlined in the Declaration.

**Approval of plans by the ACC does not automatically mean approval from the Raleigh County Building Department. Plans must be approved and all fees paid to the ACC and a permit is required from Raleigh County.**

### Construction Review Requirements:

- A West Virginia licensed builder is required for all construction. (A copy of the state license must be on file with the ACC and submitted each year.) Lot owner may be their own contractor provided they occupy home for one (1) year after completion. Should the home not be occupied by the owner, a one thousand (\$1,000) dollar fine will be assessed to builder.
- Forms for ACC Review and Approval (See page 22 for documents and forms required).
- Issuance of Glade Springs Village Building Permit. No construction activity can begin prior to receipt of permit (e.g., clearing the land or delivery of materials).
- Issuance of Raleigh County building permit. The Contractor (or owner) should contact the Building Department before the ACC has approved the application in order to arrange for the Raleigh County Building Permit.

## I. PERMITS

### A. ARCHITECTURAL CONTROL COMMITTEE (ACC) PERMITS

These permits shall be required for all permanent and temporary construction, additions, revisions, removal or demolition within the community including, but not limited to, the following:

Lot clearing, residential homes and buildings, garages, driveways, sidewalks, patios, retaining walls, pump stations, irrigation systems, solar energy systems, geothermal energy systems, swimming pools, fences, swing sets, trampolines\*, tennis courts, racquetball courts, basketball courts, cutting and filling, flag poles, and all other forms of temporary or permanent construction or any change to the exterior of the home other than routine maintenance and upkeep. Fees may apply.

Any building form, finish materials, or exterior colors may be denied by the ACC if they are deemed incompatible with the environment of Glade Springs Village.

All permits issued by the ACC shall comply with the Declaration, Protective Covenants. The fees for residential construction permits are established annually by the Glade Springs POA Board of Directors. The current fee structure is on page 47 of this book. **Owners are required to obtain a permit from and pay fees to Raleigh County before starting any construction, change or modification.**

\*Permits will not be granted for trampolines that are visible from the road, lake, or golf course

**THE ACC PERMITTING FEES ARE IN NO WAY CONNECTED WITH THE RALEIGH COUNTY BUILDING FEE.**

### B. LAKE SIDE UNDERBRUSHING PERMITS

A permit from the ACC is required for any clearing activity on the shoreline strip. Lake front property owners should contact the ACC directly to obtain this shoreline underbrushing permit. This permit will be issued by the ACC and is subject to the following requirements:

1. A shoreline improvement plan must be presented to the ACC for review and approval. During underbrushing, pines will be selected first; attempts should be made to preserve hardwood.
2. Property owners are encouraged not to remove native ornamental trees or shrubs, such as dogwoods, rhododendrons, mountain laurel, redbuds, holly, etc.
3. Only hand-operated tools may be used. The use of heavy equipment such as tractors and bulldozers is not permitted.
4. The shoreline of the lake shall not be changed and no property shall be increased in size by filling in the lake. Property may be dug out or dredged to cause the water of the lake to protrude into the property in order to build a dock with approval of the ACC.

5. Underbrushing may extend beyond the back boundary of your property line. Each property owner whose lot adjoins the lake may keep his property trimmed and cut to the water's edge to present a pleasing appearance, maintain the proper contour of the lake bank and prevent erosion.

#### C. LOT UNDERBRUSHING PERMITS

Lot underbrushing is allowed on undeveloped lots, per the under brushing permit agreement found on page 36. The first four rules regarding tree cutting and removal outlined in the shoreline underbrushing in Paragraph B above also apply to lot under brushing.

#### D. HOME BUSINESS PERMITS

The Declaration of Covenants and Restrictions for Glade Springs Village empowers the ACC to permit home businesses (Exhibit 1, Paragraph 21). The intent of this permitting process is to allow home businesses in the Village that are invisible to neighbors and which **do not create any extraordinary traffic** within the Village.

1. No signs advertising the business will be visible to neighbors or residents. Exceptions may be made on appropriate operable vehicle signs associated with a business. No vehicles or equipment shall be conspicuously parked or placed on property as a means to advertise business.
2. No equipment peculiar to a business will be visible to neighbors or residents.
3. There will be no excessive deliveries or shipments by package services.

Once approved by the ACC, a permit will be issued by the POA.

#### E. YARD/GARAGE SALES

Within Glade Springs Village, periodic Village-wide yard/garage sales may be allowed in designated places as approved by the board of directors of the POA. No such sales will be allowed on individual lots.

#### F. BOAT DOCK APPLICATION

Application for a boat dock must be made through the Glade Springs Village POA. Copies of the Rules and Regulations and application procedures are available upon request.

## II. GENERAL CONSTRUCTION GUIDELINES

### A. REQUIRED LICENSES:

**A licensed contractor of the State of West Virginia must build all single and multifamily dwellings and all commercial structures.** The licensed contractor receiving the ACC building permit must hold a current Worker's Compensation and a Builder's Risk policy and is responsible for ensuring that all sub-contractors working under the licensed contractor's direction at the construction site hold a current Worker's Compensation policy. Both the licensed contractor's and the sub-contractor's policies must remain in effect until the Certificate of Occupancy (CO) is issued to the homeowner. A copy of the licensed contractor's Worker's Compensation and Builder's Risk policy is to be attached to page 29. **Owners who do not hold a builders license from the state of West Virginia and wish to build a home must provide same proof of insurance as licensed contractor.**

### B. STRUCTURE PLANS:

The owner is responsible for submitting to the ACC one (1) complete set of building plans that accurately represent the proposed structure and meet acceptable architectural standards. All plans shall be professionally drawn with sufficient and explicit details to be adequate for the entire construction process. The floor plans shall be typically drawn to a scale of ¼ inch equals one foot. Elevations, details, and building sections may vary per acceptable architectural standards.

Plans presented to the committee for review should not, as a rule, include "red line" changes marked on those plans. Original drawings (house plans) may contain "red lines" that indicate changes to the original drawing(s) only if the change or changes are minor and are easily understood by the ACC. When the footprint or any exterior elevation of the house is changed, red lined plans are unacceptable. Therefore, any significant structural changes that affect the integrity, square footage or architectural design of the structure shall be represented by professionally re-drawn plans.

The same requirements are applied to submission of a "Change/Addition to Home Under Construction" request (page 30) or a "Change/Addition to Existing Home" request (page 33).

Each set of plans must include the following:

1. Floor plans of all levels including basic plumbing and electrical layouts.
2. Elevations of all sides including specific roof pitches, roof materials, overhangs, exterior finishes, and the structure's surrounding finished grade profile of the ground is to be shown. Roof pitch or slope must be considered for snow load. A minimum slope of 6/12 is required, however minimum roof pitch may vary based upon subdivision.
3. Foundation plan.

4. Detail and building sections showing at least one general building section detailing wall construction, roof pitches, overhangs, and footing details.

At the time of the scheduled Final Inspection, a Property Survey will be submitted. The requirements for the property survey drawing will be the same as those for the initial plot plan (page 28) except the property survey will show actual placement of the house, attachments, property line, easements, utilities, driveways and erosion control.

A property survey (as-built plot plan) can be requested by the Property Owners Association anytime there may be questions about encroachment into easements right-of-ways or setbacks, or anytime there are questions regarding positioning of structures relative to approved plans, drawings and plot plans. Non-compliance may result in the revocation of the ACC building permit and cessation of construction activity.

### C. STANDARD CODES

Construction of all buildings in Glade Springs Village shall be in accordance with uniform building codes adopted by Raleigh County, including without limitation the latest edition of BOCA Code promulgated by the State Fire Commission, BOCA National Building Code, BOCA Plumbing Code, BOCA National Mechanical and National Electrical Code, including any respective local amendments, as those uniform building codes may from time to time exist and be uniformly enforced County-wide.

When reference to any code is made, it shall refer to the edition of the code that is current. Revisions and amendments are generally adopted on a yearly basis, with a completely new edition or version adopted as published every three (3) years.

1. **Structural** – All structural design and construction of buildings shall be in accordance with the latest edition of BOCA Code.
2. **Electrical** – All electrical installation shall conform to the BOCA National Electrical Code.
3. **Mechanical** – All mechanical installation, including but not limited to, heating, ventilation, and air conditioning systems, shall be in accordance with BOCA National Mechanical Code.
4. **Plumbing** – All plumbing installation shall conform to the BOCA Plumbing Code

### D. TIME SCHEDULE

Construction activities must begin within 60 calendar days of the issuance of the ACC building permit. Failure to begin work within this period may cause the permit to be revoked and forfeiture of all fees and deposits.

The ACC considers the date of issuance of the permit as the start of construction. The following shall apply to the construction of a single-family detached structure, as well as the garage.



1. Completion dates are as follows :  
Under 2,500 heated sq. feet – 6 months to complete exterior – 12 months to finish home  
2,501 to 4,000 heated sq. feet – 9 months to complete exterior – 18 months to finish home  
Over 4,000 heated sq. feet – 12 months to complete exterior – 24 months to finish home

A home is considered complete when a final inspection is done by the ACC and As Built plot plan and Certificate of Occupancy is turned in to the POA office.

2. Landscaping shall be completed within 30 days (weather permitting) of final inspection. Exceptions due to winter occupancy may be permitted on a case by case basis.
3. No residence is to be occupied or any personal items stored in any home until it is certified as 100% completed by the final inspection and a Certificate of Occupancy is issued by Raleigh County.

#### E. CONSTRUCTION ACTIVITY INFORMATION

During all construction activity, the lot shall be cleaned of trash and miscellaneous building debris on a regular basis. A solid-sided commercial waste container (dumpster) with a minimum capacity of six (6) cubic yards and a chemical toilet are required on all building sites before any construction activity begins. The only exception is during initial lot clearing in order to make room for the container and chemical toilet. The dumpster shall be emptied when full using a commercial dumping service. The ACC will allow placement of the dumpster and chemical toilet on common property and easements if necessary to facilitate access, but they are not allowed to be placed on private property adjoining the property where construction is taking place. Dumpsters and chemical toilets must be placed a minimum of five (5) feet off the edge of the pavement so that they do not present a safety hazard. Builder may be fined for violation of these rules.

Once a permit for any work has been issued, the side lot lines must be defined with a silt fence, string, surveyor's tape or other means, and all building activities and materials shall be restricted to the lot for which the permit was issued for the duration of construction.

The minimum square footage of all heated floor areas per dwelling unit for residences will be indicated on each recorded plat.

Neither the road rights-of-way nor the common properties shall be used as a staging area for building materials. Builder may be fined for violation of this rule.

There will be no washing-out of ready-mix concrete trucks on common or private property. This property includes roads, ditches, road rights-of-way, common property and adjoining lots. Any washout necessary should be performed on the lot where the construction is being done. Builder may be fined for violation of this rule.

The property owner at property owner's expense will do any clearing necessary for the installation of utilities. No open burning of underbrush, leaves, branches or trash of any kind is permitted on recorded platted residential property, rights-of-way, or common property in Glade Springs Village by any property owner or builder or agent of a property owner or builder. Builder may be fined for violation of this rule.

Excess noise will be kept to a minimum. **Loud music is prohibited.**

#### F. LOT CLEARING

**Lot clearing is prohibited unless a building permit has been issued by the ACC.**

**An entrance must be constructed and approved stone placed firmly against the road surface to prevent damage to the road surface.**

**When loading trucks with debris from the lot, all trucks must be on the lot, not in roadway or road shoulder. Trucks hauling dirt or stone must have a tailgate. Trucks hauling trees, stumps or debris due to lot clearing must have a tailgate or debris must be secured to prevent spills or accidents on the streets. Any street cleaning or road damage will be charged to the contractor.**

No trees may be removed within twenty (20) feet of the property line of any common property used as a golf course or permanent recreational area.

Dead, diseased or downed trees, or low hanging limbs that are a safety hazard, may be removed when approved by the ACC Administrator.

All debris is to be removed from the lot within thirty (30) days.

#### G. AESTHETIC DESIGN

All buildings and structures shall meet the minimum requirements for aesthetics as established by the ACC, including, but not limited to the following:

1. The Committee will not permit log cabins, "A" frame homes, and any manufactured home. The ACC reserves the right to make exceptions to the above stated criteria. Homes will be reviewed on a case by case basis, depending on the theme of the neighborhood.

The Committee will not permit any outbuildings of any kind.

2. None of the following exterior finish materials shall be allowed: vinyl siding, concrete block (except when used as a foundation), clay block, asphalt siding, asphalt shingle siding, or insulation board. Where concrete block or concrete is utilized in the construction of foundations, such foundations or retaining walls shall be covered with the same material as the outside veneer of the house or an approved alternative covering.
3. All finish colors shall be natural tones such as tans, grays, earth tones and other mid-range tones found in nature. No bright blues, bright oranges, pinks, bright reds, bright yellows, bright greens, or purples are allowed. No fluorescent finishes or pastels will be allowed.
4. No roof finishes of white, metallic silver or galvanized color will be allowed.
5. Prefabricated metal fireplaces are acceptable within a residence; however, the metal flue must be totally concealed by approved materials. No prefabricated metal spark arresters or flue tops may be exposed to view.
6. When flat roofs are used requiring built-up roofs, the finish color of the chip shall be natural tan or brown color. No white chips will be allowed.
7. The ACC will review the plan for harmony of design as well as its harmony with the surrounding structures and terrain. The house plans must include front, back, left and right elevations for review by the committee.
8. The ACC can disapprove any application that it feels does not aesthetically tie into the Village design.

#### H. SETBACKS AND EASEMENTS

**Front Setbacks** (called building setbacks) Every plotted lot in Glade Springs Village has a front building setback. No structure or part of structure may encroach into a front setback, except approved driveways. The distance from the front of the property line to the front setback varies with each lot and is indicated on the record plat or plot plan.

**Golf Course/Lake Setbacks** All lots adjacent to the golf course have a 20 ft. setback along the golf course side of the property. No structure or part of structure may encroach into a golf course setback. Lake lots shall have a 20 ft. setback along the lakeside of the property. Under brushing is permitted in a golf course or lake setback with submission of an under brushing Permit Application (page 36).

**Utility Easements:** Every plotted lot in Glade Springs Village has a 7-½ foot utility/drainage easement surrounding every lot. This easement may be used to direct storm water runoff from a lot or the street. No structure or part of structure may encroach into a utility/drainage easement.

## I. SOIL CONSERVATION, DRAINAGE AND RIGHTS-OF-WAY

Erosion control and storm water run-off in Glade Springs Village is governed by rules established by the Board of Directors of the POA. The rule states “The person engaged in or conducting land-disturbing activity, the owner of the property, and the applicant under this rule shall be responsible for maintaining all temporary and permanent erosion, sedimentation, and storm water management measures and facilities during the development of the site“. The rule further states, “The owner of the property on which work has been done, or any other person or agent in control of such property, shall maintain in good condition, and promptly repair and restore all grade surfaces, vegetation, erosion and sediment control measures, and other protective devices for a period of two years to such an extent that there is no longer any danger of damage as expressed by the purpose of this rule”. It is a prime concern of the Glade Springs Village POA to protect the natural beauty and environment of Glade Springs Village and Lake Chatham. Therefore, the owner will be responsible for ensuring that the soil conservation and drainage standards for the protection of all properties and Lake Chatham are being adhered to, with respect to the Board of Directors rule. Builder may be fined for violation of this rule.

The property owner is responsible for installing pipe culverts if required. Modification of the ditch lines may be necessary depending upon the type of drainage, upstream or downstream, of the driveway. **Any damage to the common property and road rights-of-way must be corrected before final inspection.**

## J. FLOOD CONTROL

Erosion and sediment control measures must be maintained during and after construction. Measures must be taken to insure that any excessive run-off, silt and sediment is contained and not allowed to contaminate adjoining properties, common areas, or golf courses. Except in extreme circumstances, a silt fence is usually adequate, but must be properly installed in order to trap silt and not allow it to be washed over, under or around the fence. Builders are subject to a fine by the POA for violation of this rule.

**Water drainage must also be controlled during and after construction and provisions should be planned at the time the house is being oriented.** Water must not be allowed to do any of the following:

1. Run into streets.
2. Run across the street or other properties.
3. Unnecessarily and unreasonably be diverted to adjacent properties.

**In most instances, the above objectives can be accomplished by properly utilizing the drainage easements, natural swales and the ditch at the roadway at owner’s expense.**

***THE POA IS NOT RESPONSIBLE FOR CORRECTING STORMWATER DRAINAGE PROBLEMS ANYWHERE IN GLADE SPRINGS VILLAGE BEFORE, DURING OR AFTER CONSTRUCTION.***

## K. UTILITY COMPANIES

Prior to the start of any construction all utility companies need to be contacted to locate their respective utility adjacent to the lot. The following companies provide services to Glade Spring Village:

American Electric Power (AEP) – Electrical Service  
888-710-4237

Frontier – Telephone  
800-921-8101

West Virginia American Water Company – Water  
800-685-8660

Shady Spring Public Service District – Sewer  
304-255-1565

Suddenlink Communications – Cable  
800-972-5757

Mountaineer Gas – Natural Gas  
800-834-2070

## III. FOUNDATIONS

Site-specific foundation investigations are encouraged, but not required, for lightly loaded residences. In the absence of site-specific foundation studies, great care should be taken in design of the foundation to insure the adequacy and structural integrity of the building.

## IV. PARKING STANDARDS, DRIVEWAYS, AND GARAGES

### A. PARKING STANDARDS

1. External auto storage or standing space shall be provided on each lot.
  - a) Vehicle space shall be a minimum of 200 square feet (10 ft. x 20 ft.) and be provided with vehicular access to a street.
  - b) No parking (temporary or permanent) is allowed in areas not approved for parking.
  - c) A single detached dwelling shall have no less than two (2) parking spaces served by an adequate driveway and space for the movement of vehicles.
  - d) Golf Carts are not permitted to be stored in driveways or side yards. Provisions should be made for storage during building.

2. Vehicles stored on residential property.

No recreational vehicle, motor home, camper, trailer, boat, boat trailer, ATV, golf cart or other vehicle not normally or customarily used for personal or family transportation shall be parked or stored on the area designed as the yard of a residence, nor shall it be parked on the paved driveway of a residence for a period exceeding 72 hours.

3. Parking and storage of commercial vehicles.

Vehicles used specifically for commercial purposes including, but not limited to, construction trucks, cargo-carrying trucks, trailers, and construction equipment shall not be parked in a residential area other than for accommodating work on the premises. This is not intended to include pick-up trucks and vans up to 6,000 lb., GVW, normally used as sources of transportation.

4. Vehicle parked/stored on common property.

No vehicle, including but not limited to, automobile, truck, camper, trailer, recreational vehicle, boat, boat trailer, or golf cart, shall be parked on common property at any time. No vehicle shall be parked or stored in rights-of-way or other property without approval from the POA. An exception to the street rights-of-way parking prohibition is that for a period of up to 72 hours, parking will be permitted for the purpose of accommodating the temporary requirements of residents, their guests or visitors.

5. Enforcement.

Unauthorized vehicle storage and parking violations will be turned over to Glade Springs Security. Violators will be notified by phone or in person. If the violation is not corrected within 24 hours, the property owner shall be notified in writing and given seven (7) days to comply. Failure to comply will result in a fine and the matter being referred to the POA Board of Directors for action under the Declaration and Protective Covenants, Article VIII, Section 4.C. Suspension of Member Rights.

B. DRIVEWAY STANDARDS

1. Driveways.

- a. Shall be a minimum of 12 ft in width.
- b. Shall be constructed of hot mix asphalt concrete, portland cement, concrete, brick or other durable aesthetic material to provide dust-free, all-weather surfaces.
- c. Shall be maintained in good condition.
- d. Shall be completed prior to final inspection.
- e. Shall be placed as shown on approved plot plan unless a change has been approved by the ACC.

## 2. Unpaved Roads

Property owners are responsible for extending their driveway to the edge of the street pavement. If no street paving is in place at the time of the driveway construction the finished surface for the driveway should be terminated at the property line with a temporary surface extended to the street. The driveway must be extended to the street's edge once the street is paved.

## 3. Construction Standards

The tie-in to the street must be made with straight horizontal lines and vertical cuts against the pavement. Slight flare or curve is permissible up to 18 inches on either side of driveway at street pavement. Regardless of the surface used, a turndown footing must be used against the pavement. This turndown footing should be twelve (12) inches wide and eight (8) inches in depth. Construction of driveway (sub grade, base, surface course) should follow quality construction standards. If concrete is used, proper installation of joints should be made.

## 4. Drainage

The property owner is responsible for installing and maintaining a pipe culvert if required. The ACC prescribes drainage treatment for driveways. Modification of the ditch lines may be necessary depending upon the type of drainage upstream or downstream of the driveway.

Approval must be granted by the ACC prior to placing the final driveway surface. A request for driveway inspection must be submitted to the ACC office one (1) working day prior to desired inspection date.

## C. GARAGES

Each lot owner shall provide garage space for the parking of at least two (2) automobiles. Consideration should be given to garage space or storage of Golf Carts during construction. Garage doors shall be kept closed except when being used for ingress or egress.

## V. LANDSCAPING

It is expected that the yard of each home will be established in such a way that it compliments the house and the surroundings. Once established, it shall be maintained in a neat and orderly manner, one that is pleasing to the eye and free from any unkempt appearance. Lots that have more than one exposure to view such as corner lots, golf course lots, lake front lots and other amenity lots shall be treated in a consistent manner with consideration to landscaping. Landscaping style may be natural (consistent with the natural forest and mulch-covered earth of Glade Springs utilizing native plantings) or formal (grass lawn, well-defined beds and formal plantings) or a combination of these. Decorative objects, sculptures, yard art, etc., installed on a lot should be minimal, appropriately sized and tastefully integrated into the landscape plan. Plantings need not be expensive or elaborate, just well placed and aesthetically appealing. **A landscaping drawing by a reputable landscaper is required** and must be submitted with the home permit application for approval (page 34). Any in-ground sprinkler system (page 40) must be submitted for approval as well and must be on a plot plan. Ideally, sprinkler system applications would be presented with the original building application; however, it is recognized that some may be added at a later date. The same requirements apply in either case.

The grounds surrounding a new home that have been disturbed by construction activity must be brought to a finished grade prior to ACC final inspection. Basic landscaping work, as established in the approved application, shall be completed within **thirty (30) days** (weather permitting) of the date of ACC final approval. Exceptions due to winter occupancy may be permitted on a case by case basis. Basic landscaping includes ground cover and plantings. Acceptable ground cover could include grass, mulch, planted ground cover (such as ivy). No vegetable gardens or grains of field variety shall be grown on lots. A listing of deer-resistant plants is available in the POA office if homeowners wish to receive a copy.

Until landscaping is established and capable of controlling sediment, the homeowner is responsible for preventing sediment from the homeowner's property from running into ditches, across neighboring properties, onto the golf course or onto common property.

Any restoration to village rights-of-way must be completed prior to final inspection by the ACC and issuance of Certificate of Occupancy (CO).

## VI. FENCES AND WALLS

All fences and walls shall meet the following requirements:

- A) No fence shall exceed 48 inches in height or be constructed of concrete, block, barbed wire, chicken wire, woven wire, unfinished metals, cord wood, gravel, rubble, rip-rap, brush, refuse, or other objectionable material. Fences will not be constructed in a manner that inhibits a view through the fence of the lake, golf course(s), surrounding forestlands, and common property from any point adjacent to the property on which the fence is located.



- B) Fences may be built of pressure – treated wood, painted wood, brick, stone, or other approved durable materials. Fence materials will be aesthetically pleasing and architecturally complimentary to the subject home, the immediate neighborhood and Glade Springs Village in general.
- C) All retaining walls more than three (3) foot in height require certification by a West Virginia licensed engineer prior to construction.
- D) All finished colors shall be natural tones such as tan, grays and earth tones. No bright blues, bright oranges, bright pinks, bright reds, bright yellows, bright greens or purples will be allowed. No fluorescent finishes or pastels will be allowed.

## **VII. CENTRAL SEWER SYSTEM**

Glade Springs Village utilizes a pumped effluent sewer system (interceptor tank). This system consists of a holding tank, pump, electric controls and associated appurtenance. The homeowner is responsible for the trench from the house to the interceptor tank, the trench from the tank to the street and digging the hole and setting the tank . The owner shall also provide a 115-230 volt 60-cycle single phase AWG 10-3 with ground electric service and a 30-amp circuit for the effluent pump.

The owner will include the finish floor elevation of the lowest floor requiring plumbing on the plot plan (page 28). Interceptor tanks may be installed but not completed until final power and water have been connected to the home. Shady Spring Public Service District will install the necessary service pump, controls and appurtenances and make the tap at the street to the main. The tank will not be made operational until Shady Spring Public Service District inspects the system.

Shady Spring Public Service District will determine from the plot plan the location of the interceptor tank. Prior to installation of the tank, the builder will establish a grade stake benchmark in the proximity of the tank to indicate finish yard elevation. This will allow the installation crew (contractor or sub-contractor of the homeowner) to install riser extensions more consistent with the finished yard elevation benchmark. So that repairs and maintenance are not hampered, the tank and control panel shall not be in areas fenced or heavily landscaped. Since the sewer stub-out from the house, the pump, tank and controls must be located adjacent to each other and accessible, the plotted location of the stub-out and tank must be reviewed by Shady Spring Public Service District prior to approval by the ACC.

You will need to purchase your tank from Shady Spring PSD and a copy of this receipt is required as part of the permitting process. Unusual and unexpected physical conditions encountered may result in additional cost to the homeowner for the interceptor tank installation. (Examples: rock, driveway sleeves, debris removal, and tree removal)

Ownership of the interceptor tank remains with the homeowner. It must be noted, Shady Spring Public Service District will maintain the interceptor tank and pump but may invoice the customer for pumping out the interceptor tank and repairs to the pump and appurtenances.

## **VIII. SWIMMING POOLS**

No swimming pool or part thereof, excluding apron and walks, shall protrude into any front yard, construction setback line or easement.

The swimming pool area shall be walled or fenced to prevent uncontrolled access by children and pets from the street or adjacent properties. The fence or wall shall meet building codes, shall be maintained in good condition, and shall meet the requirements of Section VI.

Discharging of pool water shall not be permitted into the interceptor tank or any other part of the sewer system and shall be controlled so that it will not be directed across any adjoining property, golf course property, or common property. Discharge systems from pools must be approved by the ACC. Application fee is \$50.

## **IX. SIGNAGE**

All signs are prohibited in areas zoned upon any recorded subdivision plat as residential with the following exceptions:

- A. Signs erected by the POA, developer or a public authority for identification of streets, neighborhoods, recreational amenities, traffic control and directional purposes.
- B. Signs of a temporary nature advertising property “for sale” “for sale by owner” and “constructed by” signs (“constructed by signs” can only be placed on lot after receiving an ACC permit and construction begins). These signs will be limited to one (1) per lot, shall not exceed one (1) square foot in area and must be placed upon the specific property involved, and may not be placed for the purpose of advertising that such property is already sold. No “Open House”, “Yard Sale”, “Garage Sale” or any other signs of this type will be allowed on POA maintained rights-of-way or on village streets.
- C. Signs erected by the developer in connection with its sales program.

The ACC reserves the right to define or restrict the content of any sign.

Illegal signs may be removed by the POA without notification to the property owner.

## X. PROPANE TANKS

All propane tanks greater than 100 gallons must be buried. Above ground, upright propane tanks (100 gallons or less) must be completely screened by structural or vegetative methods, painted if necessary to match home, and approved by the ACC. Above ground tanks will not exceed one (1) 100 gallon or two (2) 57 gallons per lot.

## XI. MISCELLANEOUS REQUIREMENTS

### A. MAILBOXES

Residential mailboxes, paper boxes, posts and numbers will be of a uniform type and design.

All boxes will be black or brown in color, cannot exceed 11"W, 15"H, 24"D and mounted on a single black, or brown post not less than 4" X 4" nor more than 6" X 6". Except for temporary seasonal decorations, no changes in the color or design of the box and support are permitted.

It will be the property owner's responsibility to maintain the box, paper box, and post support in a condition acceptable to the postmaster of Shady Spring, West Virginia and the letter carrier. Stand-alone paper boxes are not permitted.

**The Shady Spring Postmaster of Raleigh County is the Final Authority on the placement of your mailbox. It is advisable to check with the Postmaster prior to the placement of your box.**

### B. TRASH CONTAINERS

All trash containers are mandatory and must be stored inside garages, basements or fenced areas. Individual bags at the street are not acceptable.

Trash containers should be removed from the street on the day the garbage service runs.

### C. HOUSE NUMBERS

Each house must display the street address (numbers) using four (4) inch numbers and colors contrasting with the background. The numbers must be visible from the street and installed before final inspection.

The correct house numbers will be assigned by Raleigh County 911 and the ACC Administrator when a building permit is issued.

### D. CLOTHESLINES

No outside clotheslines will be allowed.

#### E. EXTERNAL ANTENNAS/TV SATELLITE DISHES

Television satellite receivers (FCC Approved) dishes (Antennas), of one (1) meter (or less) diameter shall be allowed in Glade Springs Village with issuance of an ACC permit. Said antennas shall be placed so as to be minimally noticeable by casual observance. All other antennas and satellite dishes shall continue to be restricted.

Any electronic interference created by a satellite dish shall be the sole responsibility of the property owner who shall correct or remove the device.

#### F. BURNING

No open burning of underbrush, leaves, branches or trash of any kind is permitted on recorded platted residential property, rights-of-way, or common property in Glade Springs Village by any property owner or builder or agent of a property owner or builder.

On cold days, WARMING FIRES during construction period will be permitted under the STRICT conditions detailed below. **Failure to comply with these conditions will result in this privilege being withdrawn.**

- Fires must be contained in a barrel or other suitable container.
- Container must be situated no closer than 15 feet from any combustibles.
- Fires shall not be unattended.
- Only wood scraps may be burned. Under no circumstances can plastics, asphalt or other toxic and/or gas producing materials be burned.
- Gasoline or other highly flammable liquids may not be used to start fires.

Builders and property owners are subject to a fine for violation of this rule.

#### G. SAFETY ALERT LIGHTING

Each house must install and maintain a Safety Alert, or approved equal, front porch or yard light bulb, whose basic operating function is as follows:

1. Under regular operation, functions as a normal light bulb; and,
2. When properly energized sets up a blinking pattern; to alert security, police, fire, and emergency medical services to most rapidly respond to the summons.

#### H. CONSTRUCTION ENTRANCE

A gravel, or approved stone entrance must be provided at the street entrance to the property to prevent damage to the road surface edges and to help contain mud and debris from being tracked onto the roadway. Any roadway cleaning made necessary by tracking of mud and debris by construction vehicles must be routinely performed by the General Contractor, or his agents.

## **XII. FINE STRUCTURE FOR VIOLATION OF ACC RULES AND REGULATIONS**

**Violation: Making modifications to the exterior of a home (either under construction or completed) or lot (structural or recurring improvement) without approval from the ACC.**

**First notification:** Letter to construction company and homeowner, \$1000 fine and work stoppage until approved by ACC.

**Second and final notification:** Letter to construction company and homeowner advising intent to begin lien process for costs and charges incurred in maintaining Declaration standards, suspension of member rights and privileges, and other remedies prescribed by law.

**Violation: Failure to have dumpster and/or port-a-john on construction site.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$100 fine plus \$10 per day until violation is corrected.

**Violation: Using common property, rights-of-way, adjacent lots or cul-de-sacs to store construction materials.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine plus \$10 per day until violation is corrected.

**Violation: Washing out concrete trucks on street/road rights of way or common property.**

**First notification:** Letter to construction company, homeowner and concrete supply company giving 7 days to correct.

**Second and final notification:** Letter to construction company, homeowner and concrete supply company, \$250 fine plus \$10 per day until violation is corrected.

**Violation: Burning or open fires.**

**First notification:** Call contractor or visit site and cause fire to be extinguished.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine.

**Violation: Dumping yard waste/underbrushing or construction waste on common property or adjacent lots.**

**First notification:** Letter requiring construction company or homeowner to remove.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine plus \$10 per day until corrected.

**Violation: Destruction of common property, rights-of-way, and roadways.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine and all costs for the POA to correct.

**Violation: Trash, litter, and debris on or around site.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct (cleanup).  
**Second and final notification:** Letter to construction company and homeowner, \$100 fine **plus** cost for POA to correct.

**Violation: Failure to meet exterior and/or final completion dates based on the square footage guidelines outlined in the ACC Rules & Regulations.**

**First notification:** Letter to construction company and homeowner, \$100 fine plus \$50 per day until POA is notified of completion.

**Violation: Failure to request driveway inspection.**

**First and final notification:** Letter to construction company and homeowner, \$500 fine to the homeowner.

**Violation: Failure to request final inspection, providing “as built” plot plan and Raleigh County “Certificate of Occupancy” prior to occupying dwelling.**

**First and final notification:** Letter to construction company and homeowner, \$500 fine plus \$50 per day until corrected, advising intent to begin process to enforce Declaration. Costs and charges incurred to be paid by property owner. POA reserves the right to use any other remedy prescribed by law.

**Violation: Failure to keep lawn mowed, shrubs trimmed and yard maintained in a neat and attractive condition.**

**First notification:** Letter to homeowner giving 7 days to correct.  
**Second and final notification:** Letter to homeowner, \$500 fine plus cost for POA to correct.

**Violation: Failure to request approval for installation of swing set, jungle gym or any similar playground equipment.**

**First and final notification:** Letter to homeowner, \$500 fine. POA reserves the right to request the equipment be moved to an approved location. All incurred costs to be paid by homeowner.

**Violation: All unspecified violations of ACC Rules and Regulations.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.  
**Second notification:** Letter to construction company and homeowner, \$100 fine and \$50 per day until violation is corrected.  
**Third and final notification:** Letter to construction company and homeowner advising intent to begin lien process for costs and charges incurred in maintaining Declaration standards, suspension of member rights and privileges, and other remedies prescribed by law.

**The ACC also reserves the right to suspend membership privileges, impose fines, waive fines, file liens for fines, and any other remedy prescribed by law to maintain Declaration standards.**

**Failure to pay fines may result in disapproval of future home construction or modification requests to the ACC, by Owners and Contractors.**

## FORMS

Checklist for Construction Application	Page 22
General Information Questionnaire	Page 23
Construction Application	Page 24
Specifications List	Page 25 & 26
Variation/Alteration to New Home Plan Drawing	Page 27
Instructions to Surveyors	Page 28
Proof of Worker's Comp/Builder's Risk Insurance	Page 29
Change/Addition to Home Under Construction	Page 30
Change/Addition to Existing Home	Page 31
Landscaping Intent	Page 32
Flood Control	Page 33
Underbrushing Permit	Page 34
Agreement & Understanding	Page 35
Lot Clearing Rules & Regulations	Page 36
Common Property Rules & Regulations	Page 37
Road/Utility Agreement	Page 38
Fine Structure Acknowledgement	Page 39 & 40
One Time Fee Summary Sheet	Page 41
Construction Timeline Agreement	Page 42
ACC Review Application Fees	Page 43

<b>Owner:</b>	<b>Property Address:</b>
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***ACC CHECKLIST FOR CONSTRUCTION APPLICATION***

- One Time Fee Summary Sheet (page 43) & Check Check # \_\_\_\_\_ Amount \_\_\_\_\_
- Interceptor Tank Receipt from SSPSD Receipt # \_\_\_\_\_
- Questionnaire (Page 23)
- Construction Application (Page 24)
- Specifications List (Page 25 & 26)
- Variation/Alteration to New Home Plan Drawing (Page 27)
- Samples of Exterior Materials & Colors
- Proof of Ownership
- Proof of Worker's Comp & Builders Risk Insurance (Page 29)
- Copy of Contractors License
- Copy of Building Contract
- Proposed Plot Plan (2 copies)
- House Plan Official Stamped Copy (1 copy)
- Engineer's Plans for Retaining Wall\*
- Intent of Landscaping (include drawings) (Page 32)
- Flood Control (Page 33)
- Underbrushing Permit Application (Page 34)
- Agreement & Understanding (Page 35)
- Lot Clearing Rules & Regulations (Page 36)
- Common Property Rules & Regulations (Page 37)
- Road/Utility Agreement (Page 38)
- Fine Structure Acknowledgement (Page 39 & 40)
- Copy of Raleigh County Permit
- Construction Timeline Agreement
- Corners of the lot staked out

**Applications not accompanied with the required items will not be reviewed by the ACC**

\*these forms are only necessary if applicable to your home plan



<b>Owner:</b>	<b>Property Address:</b>
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**GENERAL INFORMATION QUESTIONNAIRE**

<b>Date:</b>	<b>Name(s):</b>
Additional person(s) living in your home:	
During construction, I/we will reside:	
<b>Phone:</b>	<b>Email:</b>
Expected date of completion of the home:	
<p>When home is complete, I/we expect to:</p> <p><input type="checkbox"/> Become full-time residents of Glade Springs</p> <p><input type="checkbox"/> Become part-time residents of Glade Springs</p> <p><input type="checkbox"/> I/we plan to spend _____ months per year in Glade Springs</p> <p><input type="checkbox"/> Use the house as a rental unit indefinitely</p> <p><input type="checkbox"/> Lease the house temporarily and move to Glade Springs in approximately _____ months/years</p> <p><input type="checkbox"/> Spec. Home</p> <p><input type="checkbox"/> Model Home (Home that tours will be conducted but offices will not be maintained. May be furnished, but not required)</p> <p><input type="checkbox"/> Other – please give details</p>	



<b>Owner:</b>	<b>Property Address:</b>
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**SPECIFICATIONS LIST**

<b>Builder:</b>
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	<b>Material</b>	<b>Manufacturer</b>	<b>Color</b>
<b>Siding</b>			
<b>Foundation</b>			
<b>Trim</b>			
<b>Fascia</b>			
<b>Roofing</b>			
<b>Shutters</b>			

<b>Windows</b>			
<b>Doors</b> - Front - Garage - Other			
<b>Driveway</b>			
<b>Deck/Porch</b>			
<b>Additional Items:</b> (e.g., flag pole, swimming pool etc)			

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

BUILDER \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

Owner:	Property Address:
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**VARIATION/ALTERATION TO NEW HOME PLAN DRAWING**

I certify that the following variations/alterations are intended for the new home to be constructed.

Contractor's Signature:	Date:
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Architect:	Plan Number:
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Describe Scope of Work: (Including materials to be used, color selections, etc.)

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Owner:	Property Address:
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**INSTRUCTIONS TO SURVEYOR  
(PLOT PLAN/PROPERTY SURVEY REQUIREMENTS)**

**MUST BE A LICENSED SURVEYOR IN THE STATE OF WEST VIRGINIA**

1. Map size: 8 ½" x 14"
2. Map will be letter – quality drafting and must clearly show all of the following items:
  - A. Location of house and attachments with distance from two corners of house to property line on line parallel with house line, then distance from that point to nearest lot corner.
  - B. Building setback and easement lines extended to property line.
  - C. Contours of lot at five (5) foot intervals: if five foot intervals do not describe the topography well enough, plot the contours at one (1) foot intervals.
  - D. Improvements on adjacent lots: show nearest wall of improvement and distance between.
  - E. Storm water drainage ways, structures, and directions of flow, **including driveway culverts**, man-made or natural, existing or proposed, to be approved by the ACC and Raleigh County.
  - F. Encroachments: note and describe any encroachment.
  - G. Corner pins: state if any shown.
  - H. Finish floor elevation of lowest floor with plumbing.
  - I. Retaining walls: existing or proposed.
  - J. Erosion control plan (proposed): lake front lots, and golf course lots.
  - K. Location of all utilities on lot.
  - L. Driveway and parking location.
  - M. Certification to be printed on plot plan.

**NOTE: Final positioning of house on the lot may have to be altered in order to accommodate the placement of the interceptor tank as determined by Shady Spring Public Service District.**

**THE ABOVE REQUIREMENTS APPLY FOR BOTH INITIAL AND FINAL AS-BUILT PLOT PLANS**

Owner:	Property Address:
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**PROOF OF WORKER'S COMPENSATION  
AND  
BUILDER'S RISK INSURANCE**

ATTACH CURRENT COPIES OF THE REFERENCED POLICIES

**WORKER'S COMPENSATION**

Company:
Agent:
Effective Dates:
Policy Number:

**BUILDER'S RISK**

Company:
Agent:
Effective Dates:
Policy Number:

I CERTIFY THAT ALL SUB-CONTRACTORS UNDER MY DIRECTION HAVE WORKER'S COMPENSATION POLICIES AND I WILL ASSURE THOSE POLICIES REMAIN IN EFFECT DURING THE ENTIRE CONSTRUCTION PROCESS.

OWNER \_\_\_\_\_  
Signature

DATE \_\_\_\_\_

BUILDER \_\_\_\_\_  
Signature

DATE \_\_\_\_\_

Owner:	Property Address:
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**CHANGE/ADDITION TO  
HOME UNDER CONSTRUCTION**

DESCRIBE SCOPE OF WORK: (revised plans and/or plot plan must be attached)
ESTIMATED COST:

**CONTRACTOR INFORMATION**

NAME OR BUSINESS NAME:
ADDRESS:
PHONE #:
CONTRACTOR'S SIGNATURE:
PROPERTY OWNER'S SIGNATURE:
I certify that I have reviewed the attached drawings/plans and agree to have this alteration conform to the drawings/plans.

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date Approved/Disapproved \_\_\_\_\_



Owner:	Property Address:
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**CHANGE/ADDITION TO EXISTING HOME (FEE SCHEDULE ON PAGE 43)**

DESCRIBE SCOPE OF WORK: (revised plans and/or plot plan must be attached)		
ESTIMATED COST:	SQ. FEET ADDED:	HEATED or UNHEATED

**CONTRACTOR INFORMATION**

NAME OR BUSINESS NAME:
ADDRESS:
PHONE #:
CONTRACTOR'S SIGNATURE:
PROPERTY OWNER'S SIGNATURE:
I certify that I have reviewed the attached drawings/plans and agree to have this alteration conform to the drawings/plans.

Electrician's Name: (if applicable)	License or state registration #:
Plumber's Name: (if applicable)	License or state registration #:

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date Approved/Disapproved: \_\_\_\_\_

Owner:	Property Address:
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**LANDSCAPING GUIDELINES**

Landscaping **MUST** be completed within 30 days (weather permitting) of your FINAL INSPECTION. Exceptions due to winter occupancy may be permitted on a case-by-case basis.

Landscaping plans must be drawn by a reputable landscaper. Plans must accompany application for new home.

I INTEND TO BEGIN WORK ON LANDSCAPING BY: \_\_\_\_\_

**\* PLEASE NOTE THAT GLADE SPRINGS RECOMMENDS THAT YOU DO NOT LANDSCAPE OR PLACE GRASS WITHIN 24" OF THE ROAD SHOULDER. DUE TO SNOW REMOVAL AND ROAD SALT, WE CANNOT BE RESPONSIBLE FOR DAMAGE DONE TO YOUR LANDSCAPING IN THIS SHOULDER AREA.**

Owner:	Property Address:
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**FLOOD CONTROL**

Erosion and sediment control measures must be maintained during and after construction. Measures must be taken to insure that any excessive run-off, silt and sediment is contained and not allowed to contaminate adjoining properties, common areas, or golf courses. Except in extreme circumstances, a silt fence is usually adequate, but must be properly installed in order to trap silt and not allow it to be washed over, under or around the fence. **Builders are subject to a fine by the POA for violation of this rule.**

**Water drainage must also be controlled during and after construction and provisions should be planned at the time the house is being oriented.** Water must not be allowed to do any of the following:

1. Run into streets.
2. Run across the street or other properties.
3. Unnecessarily and unreasonably, be diverted to adjacent properties.

In most instances, the above objectives can be accomplished by properly utilizing the drainage easements, natural swales and the ditch at the roadway, at owner's expense.

***THE POA IS NOT RESPONSIBLE FOR CORRECTING STORMWATER DRAINAGE PROBLEMS ANYWHERE IN GLADE SPRINGS BEFORE, DURING OR AFTER CONSTRUCTION.***

I understand my responsibility for planning and controlling water onto and across my lot.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

<b>Owner:</b>	<b>Property Address:</b>
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**UNDERBRUSHING PERMIT APPLICATION**

(\$35 FEE IF SUBMITTED SEPARATELY FROM CONSTRUCTION APPLICATION)

**BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I WILL COMPLY WITH THE FOLLOWING:**

- In no case will any tree larger than 4 inches in diameter at ground level be cut. During underbrushing, pines will be selected first; attempts will be made to preserve hardwoods.
- Removal of native ornamental trees or shrubs, such as rhododendron, mountain laurel, dogwood, redbud, holly, etc., is prohibited, regardless of size.
- Only hand-operated tools may be used. The use of heavy equipment such as tractors, bush hogs, bulldozers is not permitted.
- Dead or diseased trees, or low hanging limbs, which are a safety hazard, may be cut with authorization.

**I UNDERSTAND THAT THE LIMITED UNDERBRUSHING ALLOWED BY THE ISSUANCE OF THIS PERMIT IS THE ONLY CLEARING THAT CAN BE DONE UNTIL A BUILDING PERMIT IS ISSUED.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

ACC REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

<b>Owner:</b>	<b>Property Address:</b>
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**AGREEMENT AND UNDERSTANDING**

**As the Property Owner, I understand that I have been permitted to construct a home in Glade Springs Village and that I am responsible for the following:**

Reading and complying with the ACC Rules and Regulations

Assuring that my builder complies with the ACC Rules and Regulations

All fines levied against me for violations of ACC Rules and Regulations

Assuring that the exterior of my home is completed within the allocated time based on square footage.

Assuring that construction of my home is completed within the allocated time based on square footage.

Assuring that landscaping (as defined in the ACC Rules and Regulations) is completed within 30 days of occupancy of the home

Assuring that any changes or additions to the original submission made to the exterior of the home or property is approved by the ACC prior to the changes or additions being made

Assuring that any changes or additions made to the exterior of my home after construction is complete are approved by the ACC prior to the changes or additions being made

Assuring the home will not be occupied or any personal items stored in home until a final inspection has been completed and a Certificate of Occupancy is issued by Raleigh County.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

**As the builder, I understand that I have been permitted to construct a home in Glade Springs Village and that I am responsible for the following:**

Reading and complying with the ACC Rules and Regulations

All fines levied against me for violations of ACC Rules and Regulations

Assuring all workers and delivery companies abide by the approved work hours of 7:00am to 7:00pm, Monday through Friday and 7:00am to 12:00pm on Saturday. No work will be performed on Sundays or holidays.

Assuring that the exterior of the home is completed within the allocated time based on square footage.

Assuring that construction of the home is completed within the allocated time based on square footage.

Assuring that any changes or additions to the original submission made to the exterior of the home or property is approved by the ACC prior to the changes or additions being made

Assuring that all sub-contractors under my direction have worker's compensation policies and I will assure those policies remain in effect during the entire construction process

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Owner:	Property Address:
--------	-------------------

**LOT CLEARING RULES AND REGULATIONS**

As per the ACC Rules and Regulations, Section F. Lot Clearing:

“No trees may be removed within twenty (20) feet of the property line of any common property used as a golf course or permanent recreation area.”

“Dead, diseased or downed trees, or low hanging limbs that are a safety hazard, may be removed when approved by the ACC Administrator.”

**Violation: Removal of trees in 20 ft setback on Land near Golf Courses and Recreation Areas**

First and Final notification: Letter to construction company and property owner, \$500 fine, plus \$500 fine per hardwood tree (larger than 4” at ground level)

**I agree to abide by the above Lot Clearing Rules and Regulations:**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner:	Property Address:
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**COMMON PROPERTY RULES AND REGULATIONS**

As per the Declaration of Covenants and Restrictions:

“Common Property means any property, real, personal or mixed, owned or leased by the Association or in which the Association otherwise has possessory or use rights, those areas reflected as such upon any recorded subdivision plat of Glade Springs Village, and those areas so designated from time to time by the Developer and intended to be devoted to the common use and enjoyment of the Members.”

Examples of common property are:

1. Roads and road right-of-ways,
2. Amenities, such as golf courses and lakes,
3. Undeveloped green spaces.

**Violation: Improvement in common property without ACC approval, such as but not limited to driveway piers, retaining walls, piping ditch lines.**

First and Final notification: Letter to construction company and property owner, \$1,000 fine and removal of improvement.

**I understand the difference between common property and private property and will not make improvements in the common property without specific prior approval:**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner:	Property Address:
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**ROAD/UTILITY AGREEMENT**

The undersigned, submitting the ACC Home Plan attached have been made fully aware that they assume the risk associated with undertaking construction of a home without paved roads and/or utilities being present.

Furthermore, you agree that:

1. No guarantee or warranty expressed or implied for the completion of any utilities, or road paving, other than those outlined in the Property Report.
2. No final inspection will be completed, and no home may be occupied until the water, sewer and electric utilities are in place and operational.
3. From time to time, during utility construction, access to your lot may be limited, obstructed or delayed.
4. Your signature acknowledges that there may be a delay between completion of the home and the availability of utilities and utility service to which the builder or owner may connect.
5. While Glade Springs POA is committed to keeping our roads clear of snow, roadways which are not yet paved will have the lowest priority in scheduling.

**I have read and understand the above agreement concerning the availability of utilities and roads to my lot.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature



<b>Owner:</b>	<b>Property Address:</b>
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## FINE STRUCTURE FOR VIOLATION OF ACC RULES AND REGULATIONS

**Violation: Making modifications to the exterior of a home (either under construction or completed) or lot (structural or recurring improvement) without approval from the ACC.**

**First notification:** Letter to construction company and homeowner, \$1000 fine and work stoppage until approved by ACC.

**Second and final notification:** Letter to construction company and homeowner advising intent to begin lien process for costs and charges incurred in maintaining Declaration standards, suspension of member rights and privileges, and other remedies prescribed by law.

**Violation: Failure to have dumpster and/or port-a-john on construction site.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$100 fine plus \$10 per day until violation is corrected.

**Violation: Using common property, rights-of-way, adjacent lots or cul-de-sacs to store construction materials.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine plus \$10 per day until violation is corrected.

**Violation: Washing out concrete trucks on street/road rights of way or common property.**

**First notification:** Letter to construction company, homeowner and concrete supply company giving 7 days to correct.

**Second and final notification:** Letter to construction company, homeowner and concrete supply company, \$250 fine plus \$10 per day until violation is corrected.

**Violation: Burning or open fires.**

**First notification:** Call contractor or visit site and cause fire to be extinguished.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine.

**Violation: Dumping yard waste/underbrushing or construction waste on common property or adjacent lots.**

**First notification:** Letter requiring construction company or homeowner to remove.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine plus \$10 per day until corrected.

**Violation: Destruction of common property, rights-of-way, and roadways.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second and final notification:** Letter to construction company and homeowner, \$500 fine and all costs for the POA to correct.

**Violation: Trash, litter, and debris on or around site.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct (cleanup).

**Second and final notification:** Letter to construction company and homeowner, \$100 fine plus cost for POA to correct.

**Violation: Failure to meet exterior and/or final completion dates based on the square footage guidelines outlined in the ACC Rules & Regulations.**

**First notification:** Letter to construction company and homeowner, \$100 fine plus \$50 per day until POA is notified of completion.

**Violation: Failure to request driveway inspection.**

**First and Final notification:** Letter to construction company and homeowner, \$500 fine to homeowner.

**Violation: Failure to request final inspection, providing "as built" plot plan and Raleigh County "Certificate of Occupancy" prior to occupying dwelling.**

**First and final notification:** Letter to construction company and homeowner, \$500 fine plus \$50 per day until corrected, advising intent to begin process to enforce Declaration. Costs and charges incurred to be paid by property owner. POA reserves the right to use any other remedy prescribed by law.

**Violation: Failure to keep lawn mowed, shrubs trimmed and yard maintained in a neat and attractive condition.**

**First notification:** Letter to homeowner giving 7 days to correct.

**Second and final notification:** Letter to homeowner, \$500 fine plus cost for POA to correct.

**Violation: Failure to request approval for installation of swing set, jungle gym or any similar playground equipment.**

**First and final notification:** Letter to homeowner, \$500 fine. POA reserves the right to request the equipment be moved to an approved location. All incurred costs to be paid by homeowner.

**Violation: All unspecified violations of ACC Rules and Regulations.**

**First notification:** Letter to construction company and homeowner giving 7 days to correct.

**Second notification:** Letter to construction company and homeowner, \$100 fine and \$50 per day until violation is corrected.

**Third and final notification:** Letter to construction company and homeowner advising intent to begin lien process for costs and charges incurred in maintaining Declaration standards, suspension of member rights and privileges, and other remedies prescribed by law.

**The ACC also reserves the right to suspend membership privileges, impose fines, waive fines, file liens for fines, and any other remedy prescribed by law to maintain Declaration standards.**

**Failure to pay fines may result in disapproval of future home construction or modification requests to the ACC, by Owners and Contractors.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

## Glade Springs POA One Time Charge Summary

Name:		
Lot	Block	Subdivision
Street Address:		

Special Water Facilities Charge	\$400
Special Sewer Facilities Charge*	\$300
Construction Costs to Extend Electrical Service	\$350
Public Works Fee	\$2000
<b>Subtotal</b>	<b>\$3050</b>
Application Fee (based on square footage)  <div style="text-align: right; margin-right: 50px;"> <b>total square feet (heated &amp; unheated)_____</b>            \$.50 per square foot         </div>	\$_____
<b>One Time Charges (Subtotal + Application Fee)</b>	<b>\$_____</b>

Note: These fees do not include telephone, cable, natural gas or any fees due to the county building authority.

\*Property Owner / Contractor is responsible for Shady Spring's Public Service District Application and Fees. No home will be permitted until Glade Springs POA has been provided with a copy of the receipt from SSPSD. Homes with more than 3 ½ baths may require a larger pump and tank. Additional fees may be required. Currently SSPSD fees are \$5380 for pump and tank fee and tap fee.

Owner:	Property Address:
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**CONSTRUCTION TIMELINE AGREEMENT**

TOTAL OF \_\_\_\_\_ HEATED SQUARE FEET

**UNDER 2,500 HEATED SQUARE FEET**

6 MONTHS TO HAVE EXTERIOR COMPLETE  
12 MONTHS TO COMPLETELY FINISH HOME

**2,500 TO 4,000 HEATED SQUARE FEET**

9 MONTHS TO HAVE EXTERIOR COMPLETE  
18 MONTHS TO COMPLETELY FINISH HOME

**OVER 4,000 HEATED SQUARE FEET**

12 MONTHS TO HAVE EXTERIOR COMPLETE  
24 MONTHS TO COMPLETELY FINISH HOME

Completely finished means all interior and exterior is complete, final inspection has been conducted by the ACC, Certificate of Occupancy from Raleigh County has been issued and As Built plot plan has been issued. Your completion date will be the day all of the paperwork above has been turned into the POA office.

I understand that if I do not meet these construction timelines, that I am subject to a fine based on the fine structure in the ACC Rules & Regulations.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Owner:	Property Address:
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***ACC REVIEW APPLICATION FEES***

Addition to Existing Home - \$125

Fence - \$100

Deck - \$100

New Roof - \$50

Exterior Color/Paint - \$50

Landscaping - \$50

Swing Set/Trampoline - \$50

Pool - \$50

All other miscellaneous requests - \$50