

Checklist for Submission to the ARC

Please check off each item below as noted/done/submitted (as the case may be), and return this checklist with your submissions. If an item does not pertain to you, mark N/A (not applicable). Additional submissions fees will be charged and enforced if submissions are made over time due to incomplete submissions. ARC information is contained within the Covenants, Conditions, and Restrictions document filed in Talladega County and posted on our website, www.thepreserveatlaylake.com

Contact made with the Talladega County Inspector, Permits Department, at 256-761-2130 to assess whether or not any of your lot is in the FEMA flood map flood zone, and if so, application has been filed and permit obtained so you can develop there.

Contact made with ADEM (Alabama Department of Environmental Management) 334-271-7700 (shoreline mgt & runoff), Talladega County Health Department (Septic Tanks), AL Power (Boat Docks) etc.

Application fee enclosed (see Coversheet)

Accurately drawn and dimensioned Lot Development Plan is submitted and shows:

- 1) Siting of house on the lot
- 2) Side setbacks
- 3) Location of driveways, sidewalks, walkways, pathways

House plan meets minimum "living space" requirements for the Lot.

House plan is submitted and shows:

- 1) Front elevation, including any porch
- 2) Rear elevation, including any porch, deck, terrace, patio
- 3) Left and Right side elevations, including any porch, deck, terrace, patio
- 4) Foundation Plan
- 5) Roof Pitch
- 6) Exterior Materials/Finishes/Type (such as brick, stone/stone veneer, stucco, siding) and their location on the house or Lot
- 7) Style of all exterior windows and doors
- 8) Exterior lighting type and style, including freestanding lighting and utility (e.g. flood) lights

SAMPLES of below are submitted:

- 1) Roofing type and color (3-dimensional shingle look required)
- 2) Exterior Colors-Including windows, doors, stone/stone veneer, brick, stucco, siding paint, etc., and their location on the house. Send only paper paint swatches/colors.

Other items to be submitted:

- 1) Landscape plans including tree removal, plantings, etc.
- 2) Location, material, style, and color of any fence (See Fence Design Form)
- 3) Lighting and directional positioning
- 4) Location, plans, materials, style, colors, etc. for any other building, outbuilding, structure or "Improvement" which affects the exterior appearance of the Lot or House, including, but not limited to,

any sidewalk, driveway, parking lot, deck, patio, courtyard, swimming pool, tennis court, greenhouse, awning, wall, garages, foundations, walkways, driveways, screening, and piers to boat docks, etc.

__ Important Items to Note:

__1) Builders/Contractors/Lot Owners or whomever else places orders, must require cooperation of rules A-D below with the salesperson for any load delivery, including foundation, building, and landscaping materials (especially concrete):

A) No triaxle vehicles allowed.

B) Observe speed limit which is posted just after entering the Development.

C) No full concrete trucks allowed. Concrete is limited to a range of 5-6 yards per truckload. Dump truck loads of dirt or gravel are not to exceed 24,000 pounds.

D) Stay on the roads; no off-roading, even to sides of the roads.

Road damage caused by vehicles delivering items to your lot is the lot owner's responsibility. If you are building, it may be easier for you to make this part of your builder's contract and shift the responsibility to him/her since they may be on the property more often.

__2) Installation and maintenance of all utilities must be underground. See CCRs for parameters.

__3) Mailbox and mailbox post styles. Must be the Home Depot "Mail Box" Model# EM160B00 and the "Post" Model #7507B in black. Lettering on the box is to be compliant with postal rules

__4) Driveways. Must be concrete or asphalt from the common road all the way to the garage. The CCRs detail any allowable exceptions.

__5) Septic Tanks. The Talladega County Health Department must issue a permit for you to install a septic tank system, and they must inspect the installed system before it is buried.

__6) Boat Docks. Alabama Power has jurisdiction over placement/location/their guidelines of docks and placement is between Alabama Power and the Owner. Our CCRs detail what our ARC and Board govern. Owners are to contact Alabama Power for current information.

The ARC Submissions Coversheet

RETURN THIS SHEET WITH YOUR SUBMISSION

Name of Lot Owner(s): _____

Lot # and House Address: _____

Email Address: _____ Phone: _____

What Needs ARC Approval and When: Before initiating any Improvements or Construction-related activities on any Lot which affects the exterior appearance of the Lot or House (including any grading or clearing), the plans/specs/samples as described below and in the "Lot Owner's Checklist for Submissions" must be approved by the ARC in writing. NOTE: There are FINES associated with the failure to do so. See ARC VIOLATION FEE & TIMING SCHEDULE.

Fees: Fee of **\$1,000.00** is due at the time plans/specs/samples are submitted. Make check payable to The Preserve HOA.

Fee includes an evaluation of all plans/specs/samples submitted at one time, and one revision of each (if revision is requested by ARC), to be resubmitted within 60 days. If plans are submitted piecemeal, for example, house plan, then later materials/colors/samples, then later landscaping plan, etc., an additional fee of \$100.00 is assessed for each submission. The 60 days also applies to the postmarked return of the "owner signed" "ARC Report to Owners" form to the ARC member completing the form.

No plans/specs/samples will be evaluated without applicable fees included at time of submission.

Revisions after ARC Approval Process: Any alterations, changes, revisions in plans/specs/samples originally submitted and approved in writing by ARC must be resubmitted for new approval, with fee of \$100.00, in the manner outlined above.

Conditions of ARC approval: No final approvals will be given without plans/specs/samples first being submitted to ARC. All plans/specs/samples will be approved in writing. No phone or verbal approvals will be given.

ARC Approval Turnaround Time: Plans/specs/samples will be approved in writing within 60 days after having been properly submitted/received by ARC with the applicable fee. (5.5d)

How to Submit: One **HARD COPY** of all plans/specs/samples, one email copy of your house plans, and your **\$1,000.00** fee should be snail mailed or hand delivered to:

Ellen Michael
683 Cove Road
Sylacauga, AL 35151
205.542.4927

or

Cindy Bennett
5 Castaway Road
Sylacauga, AL 35151

Ellen.michael33@gmail.com

The hard copy set goes into the ARC permanent files and will not be returned. **This hard copy is required in addition to your house plans sent by email.** The ARC Chair will forward your email house plans to other ARC members for consultation and approval.

Construction without ARC Approval: If any Improvements or Construction are initiated, started, constructed, installed, maintained, altered, replaced or relocated on any Lot or house without prior ARC approval, or if ARC determines that approved plans/specs/samples for any Improvements or Construction or landscaping for the Lot or House are not being complied with, then ARC will 1)fine lot owner, 2)require improvement/construction to be stopped, changed, or deleted, and/or 3)place a lien on the Lot/Dwelling.

Questions: Any questions regarding ARC submission requirements should be directed to the ARC Chair.