

South Bluffs Homeowners Association Project Check List

1. Signed Application for Design Review.
2. Tony Bologna - Town Architect Review Form.
3. Contractor Information; name, address, phone.
4. Project drawing(s).
5. Copy of City/Shelby County Building Permit (if applicable).
6. Copy of SBHOA Construction Guidelines.

**South Bluffs Homeowners Association Submission for Design Review
Architectural Review Committee (ARC)**

c/o Keith S. Collins Company, Maegan Rusch
3036 Centre Oak Way, Germantown, TN 38138
901.753.4170, ext. 114, 901.753.6215 fax
mrusch@keithcollinsco.com

Owner's Name _____
Address _____
City/State/Zip _____
Phone: _____ Office _____
Date Submitted: _____ Rec'd by Mgmt/ARC _____

In accordance with the South Bluffs Covenants, Conditions & Restrictions and Design Guidelines, I request your consent to make the following changes or alterations, renovations, additions and/or removals to my house/lot:

I have attached a detailed (to scale) drawing and/or blueprint of my plan(s) in duplicate. Said plans include a proposed timeline for the project, where any building materials would be placed and, if a dumpster is to be used, the size of the dumpster and where it would be placed.

Is this an amendment to a previous request? _____
If yes, please provide a copy of the previous request and indicate herein the date it was made. _____

I understand that this request will not be considered until all the information indicated herein has been received by the Association's management company, that completed requests will receive an initial review during a regularly scheduled board meeting and that additional time may be necessary before approval can be granted if the project is complex or if further consultation is required.

I further agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.

3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contract.
4. All work will be performed in a timely manner to minimize interference and inconvenience to other owners.
5. I assume all liability and will be responsible for all damage and or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable Federal, state and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand that the South Bluffs HOA, its Board of Directors, its agents, the committee and whoever any of the aforementioned may consult in reviewing this request have no responsibility with respect to such compliance, and that the Board of Directors or its designated committees approval of this request shall not be understood as the making of any representation or warranty the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
8. I understand that a decision by the committee is not a final, and that it may be reversed or modified by the Board of Directors upon the written application of any owner made to the Board of Directors within 10 days after a final decision is made.
9. The contractor is (include name, address, phone number(s) and email address:

10. I will abide by all South Bluffs Construction Rules and Regulations; a copy of these will be provided to me at the time of approval of this application.
11. I understand that if there are professional fees (architect, consultation, legal or other) associated with the approval of my submission above, these charges will be added to my Association account and due payable within 30 days of the date charged to my account.

Signature of owner: _____

Date signed: _____

Approvals

1. Timeline: The work must begin on or before _____, and be completed on or before _____. Any work that falls outside these parameters must be the subject of a separate request.

2. Storage of Building Materials: _____

3. Dumpsters: _____

4. Other: _____

Approved by: _____

Date of approval: _____

TONY BOLOGNA – TOWN ARCHITECT REVIEW FORM

**CONTRACTOR BUSINESS INFO LICENSE, BONDED,
ADDRESS, PHONE #**

PROJECT DRAWINGS
OR
COLOR SAMPLES

CITY OF MEMPHIS SHELBY COUNTY PERMIT

6465 MULLINS STATION ROAD, MEMPHIS, TN 38134

(901) 222-8300

www.shelbycountyttn.gov/532/Building

CONSTRUCTION
RULES AND REGULATIONS

SOUTH BLUFFS PLANNED DEVELOPMENT
MEMPHIS, TENNESSEE

Date of issue: October 1, 1991

REVISED AS OF MARCH 19, 1996

BUILDING PERMIT

Prior to commencing construction, each builder and/or homeowner will be required to obtain a South Bluffs Building Permit, a copy of which is attached as Appendix 1. The Building Permit acknowledges the acceptance by the builder and/or homeowner of the Construction Rules and Regulations governing their project at South Bluffs.

The cost to obtain a Building Permit is \$225.00. (\$200.00 of this fee is for a "damage deposit" which is fully refundable if all conditions have been met. The Permit will be issued by the South Bluffs Homeowner Association Property Management office located at 726 Island Drive, Memphis, Tennessee (901-527-4837).

By acceptance of the South Bluffs Building Permit, the builder and/or homeowner certifies receipt of approval from Design Review and acknowledges acceptance of any comments required for approval noted on the final design review. A copy of the permit is attached as Appendix 3.

Any changes or modifications desired during construction which modify the approved design and can be viewed from the public way must be re-submitted for review prior to implementation.

The fine for starting a house without obtaining a South Bluffs Building Permit and a copy of the Construction Rules and Regulations shall be \$500.

CONSTRUCTION DEBRIS AND TRASH REMOVAL

Each builder will be required to maintain a dumpster at the front curb of the residence under construction. This dumpster should be emptied periodically when construction materials reach the upper rim. Each Friday, all construction sites are to be clean so as to facilitate a pleasing appearance to homeowners and visitors (prospective buyers) and to eliminate any hazards for any person who might venture through the various construction projects.

Should a construction site be deemed in an unacceptable condition when the site is inspected

on Friday evening, the builder will first be issued a notice, which will require that the condition be corrected by the following Friday. Failure to comply will result in the Development hiring someone to clean the site and back-charging the builder and/or homeowner at two times the direct cost.

Construction materials will be kept out of the street right-of-way at all times. Lanes and streets adjacent to said property shall be kept open for circulation at all times. This is for the protection of all parties and will allow emergency vehicles direct access to any part of the development.

Workers utilizing the parks for lunch shall remove all food wrappers, containers, etc., from the site upon completion and deposit said debris in trash receptacles.

A dumpster may be shared between two or more builders and/or homeowners.

INFRASTRUCTURE

There presently exists at South Bluffs numerous forms of infrastructure consisting of curbs, streets, lanes, landscaping, street trees, street lights, sidewalks in certain areas, irrigation systems, stone pads, benches, brick walks, street furniture, bike racks, trash receptacles, ornamental fencing, brick walls, etc. The builder and/or homeowner is responsible for protecting the infrastructure adjacent to their property.

Any damage to infrastructure should be reported to the Association Property Management Office at 726 Island Drive, Memphis, Tennessee 38103 or by calling the office at 901-527-4837 immediately in order that the damage can be contained and to prevent additional damage. The South Bluffs staff will wrap orange webbing around street trees and street light standards adjacent to your site. All materials are to be kept away from these trees and lights during construction so as to prevent any damage. These elements are valuable assets to your own property as well as the overall development, and every effort should be taken to protect them.

Damage to any infrastructure item will be repaired by the South Bluffs Community Association and back-charged to the builder and/or homeowner at two times the direct cost.

USE OF BUILDINGS UNDER CONSTRUCTION

No functions shall occur in any building under construction. Once a building is completed, any functions which are planned in an unoccupied building within the development will have to be cleared through the Association Property Management Office (901-527-4837).

CONSTRUCTION TIME

No builder shall commence construction on a weekday prior to 7:00 a.m., nor continue construction beyond 7:00 p.m. No builder shall commence construction on a weekend prior to 9:00 a.m., nor continue construction beyond 6:00 p.m.

CONSTRUCTION RADIOS AND NOISES

No construction radios shall be utilized prior to 9:00 a.m., nor beyond 6:00 p.m., on weekdays. Construction radios are specifically prohibited on Saturdays and Sundays. Radios are not to be played so loudly as to disturb nearby residents.

CONCRETE DELIVERY AND DISPOSAL OF EXCESS MATERIAL

Concrete trucks are specifically prohibited from dumping any excess concrete anywhere on the South Bluffs site. Concrete which is accidentally spilled on the asphalt paving must be removed by the builder immediately. Concrete can only be washed out on your lot and you are solely responsible for its removal from the site upon completion of your construction.

SIDEWALK INSTALLATION

Sidewalks and lane curbing, where applicable, are paid by the builder and/or homeowner at closing and installed by the Developer upon receipt of a written request by the builder to the Development office. (901-527-2770 or fax request to 901-527-8943). Sidewalks and lane curbing, where applicable, will be scheduled within fourteen days of request. The builder is required to install driveways and curb cuts, where applicable, after the sidewalk and/or lane curbing is installed. Sidewalks will be continuous from the side property line to the side property line, and will set the grade for driveways, entry walks and curb cuts.

OPEN FIRES

Due to the close proximity of buildings and the winds generated on the bluff, open fires or fires in containers of any size or kind by construction workers to warm themselves, or for any other reason, are specifically prohibited. **Any violations will result in forfeiture of the entire damage deposit (\$200.00). A second violation will carry a fine of \$500.00.**

SURVEYS AND CONSTRUCTION STAKING

Each builder and/or homeowner is responsible for establishing their own property corners and construction staking. A foundation survey is required on all residential construction. The survey is to be completed immediately upon completion of the concrete block foundation wall and provided to the South Bluffs Homeowner Association Property Manager prior to pouring the slab or commencing framing in order to minimize damage due to improper placement of the residence on the lot.

DUMP SITES

THERE ARE NO DUMP SITES WITHIN THE SOUTH BLUFFS PLANNED DEVELOPMENT. All material shall be removed from the premises during construction and upon completion of construction.

A fine of \$1,000 shall be imposed on anyone dumping debris on any undeveloped parcels of South Bluffs. This fine shall accrue to the property from which the debris originated and a lien shall be filed on said property. The workman responsible for depositing such debris shall be prohibited from future work in the South Bluffs Planned Development.

PROTECTION OF ADJACENT COMPLETED PROPERTY

When construction is to begin adjacent to a completed residence, the contractor is required to put up a solid black silt fence along the entire property line separating the proposed construction site from the completed property. This fence should be maintained by the builder during construction and every effort should be made to keep any construction debris from going over the fence onto the adjacent completed property. Any damage to an adjacent property or residence shall be immediately repaired by the builder/owner at their sole expense.

SIGNAGE

The only signage allowed on a single lot or home is the official South Bluffs sign which is installed directly to the mailbox column of the property. The Association office will install the mailbox when it is needed (901-527-4837) and the bracket may be purchased from the Association Property Management office located at 726 Island Drive (527-4837). Signs may be purchased from Signs First located at 59 Monroe Avenue at Front Street (901-521-9823). Please refer to South Bluffs Sign Policy attached as Appendix 1.

COMPLIANCE REVIEWS

The Homeowner Association Property Management office and the Town Architect will conduct two compliance inspections during your construction. The fee for these inspections is \$100.00. The sole purpose of these inspections is for determining that all issues identified during the design review process have been adequately addressed during construction. It is the builder's responsibility to contact the Association management office to schedule the inspections at the appropriate times. The first inspection will be scheduled after notification that framing is complete. The second inspection will be scheduled after notification that exterior finishes and trim are in place. A Certificate of Compliance will be issued by the Association management office after inspections have been completed. Every effort will be made to schedule the inspections within 48 hours of notification by the builder. Builder/owner is responsible for compliance with all Design Guidelines and Construction Rules and Regulations.

PARKING

While it is understood that parking for workers may in some instances be limited, it is mandatory that vehicles not be parked in such a manner as to impede ingress or egress of residents to/from their homes, nor should parking block mailboxes or in any way prevent mail delivery. Fire hydrants may not be blocked. Parking shall only occur on paved streets. There shall be no parking in alleys whether paved or graveled. The Association reserves the right to tow any vehicle which violates any of the aforementioned restrictions.

PORT-A-JOHN

Each builder is responsible for their own Port-A-John or for making arrangements with nearby builders to share a unit between several construction sites.

**SOUTH BLUFFS
CHECK-LIST FOR
DESIGN REVIEW SUBMITTALS**

(NOTE: To be prepared by applicant and submitted with each submittal)

DATE: _____ LOT NUMBER: _____

SALES PERSON: _____

OWNERS NAME: _____

ADDRESS: _____

TELEPHONE: _____

ARCHITECT: _____ TELEPHONE: _____

BUILDER: _____ TELEPHONE: _____

PLANS DATED _____ NUMBER OF SHEETS: _____

Plans may be submitted during any of the following phases: final, preliminary, design development or construction documents, but, in no case shall submittals with less than the data listed below be accepted. Should a lot owner submit final construction documents, he does so at his own risk of possibly having to make design adjustments after receiving the design review comments. All submittals must be professionally prepared by an Architect licensed to practice in Tennessee or an approved designer (see preceding list). All submittals must be drawn to scale using industry standard practices and nomenclature.

_____ Site Plan: Locating the house and all improvements, setbacks, utilities, driveway, walk and initial landscape ideas.

_____ Floor Plans: Illustrating indoor/outdoor relationships with all typical data included: dimensions, doors, windows, balconies, room names, etc.

_____ Four Exterior Elevations: Illustrating doors, windows, materials, finish floor height above grade, ceiling heights, roof lines, details, etc.

_____ Materials and Exterior Color Choices: May be either called out and labeled on plans or a complete listing is required. (Foundation treatment, wall color, trim color, any accent colors, roof color, fence color, paving materials, etc.)

_____ Site and Misc. Data: Any proposed construction or landscape element which will be viewed from a public street or space shall be submitted for review.

Plans received by Design Review Coordinator: _____ Date: _____

Copy to: SBHOA Office: _____ Architect _____ Builder _____

**SOUTH BLUFFS
DESIGN REVIEW REPORT**

DATE: _____ LOT NUMBER: _____

SALES PERSON: _____

OWNERSNAME: _____

ADDRESS: _____

TELEPHONE: _____

ARCHITECT: _____ TELEPHONE: _____

BUILDER: _____ TELEPHONE: _____

PLANS DATED _____ NUMBER OF SHEETS: _____

COMPLETE AS REQUIRED: _____ INCOMPLETE: _____

RESUBMITTED WITH THE FOLLOWING: _____

_____ APPROVED AS SUBMITTED

_____ APPROVED AS NOTED HEREIN AND/OR ON PLAN.

_____ NOT-APPROVED, SEE COMMENTS HEREIN AND/OR ON PLANS

_____ RE-SUBMITTAL REQUIRED

COMMENTS: _____

ADDITIONAL DATA REQUIRED: _____

BY: _____

Copy to: SBHOA Office: _____ Architect _____ Builder _____

SOUTH BLUFFS HOMEOWNERS ASSOCIATION, INC.
SIGNAGE POLICY
4/1/96

Given that Article VII, paragraph (2) of the Declaration of Covenants, Conditions and Restrictions provides the Declarant or Board of Directors may develop and maintain Rules and Regulations for the purpose of governing the day to day use of the lots by the owners thereof: and

Given that un-necessary clutter of signage not only diminishes the general impression of South Bluffs, but also diminishes the general intent of the signage;

Now therefore the Declarant resolves that the following policy be, and hereby is, adopted:

1. Existing signage of Multifamily titleholder is hereby approved and shall remain intact.
2. One (1) "For Sale" or "For Lease" sign (maximum size of one and one half (1-1/2) square feet) per lot is permitted attached to the mailbox column with an approved bracket. Sign shall be 1'0" wide X 1'6" long with white background and dark green lettering containing the following language only:

FOR SALE/LEASE
PHONE #
AGENT, OWNER AND/OR COMPANY

3. One project sign (maximum size of five (5) square feet) per lot is permitted. Sign shall be 2'0" high X 2'6" wide containing the following mandatory data:

Lot #
Street Address
Builder's Name
Builder's Phone #

The following optional data may also be included:

Owner's Name
Architect's Name
Lender's Name
Etc.

4. Special signs shall include: Event signs, Directional signs and Open House signs. Special event signs will be displayed only during the event and must be removed immediately following the event.
5. One (1) political sign (maximum size of four (4) square feet) per lot is permitted for any South Bluffs, city, county, state or national election. This sign may not be displayed earlier than fourteen (14) days prior to the election and must be removed the day after the election.

No other signage of any kind is permitted.

UTILITY EASEMENTS

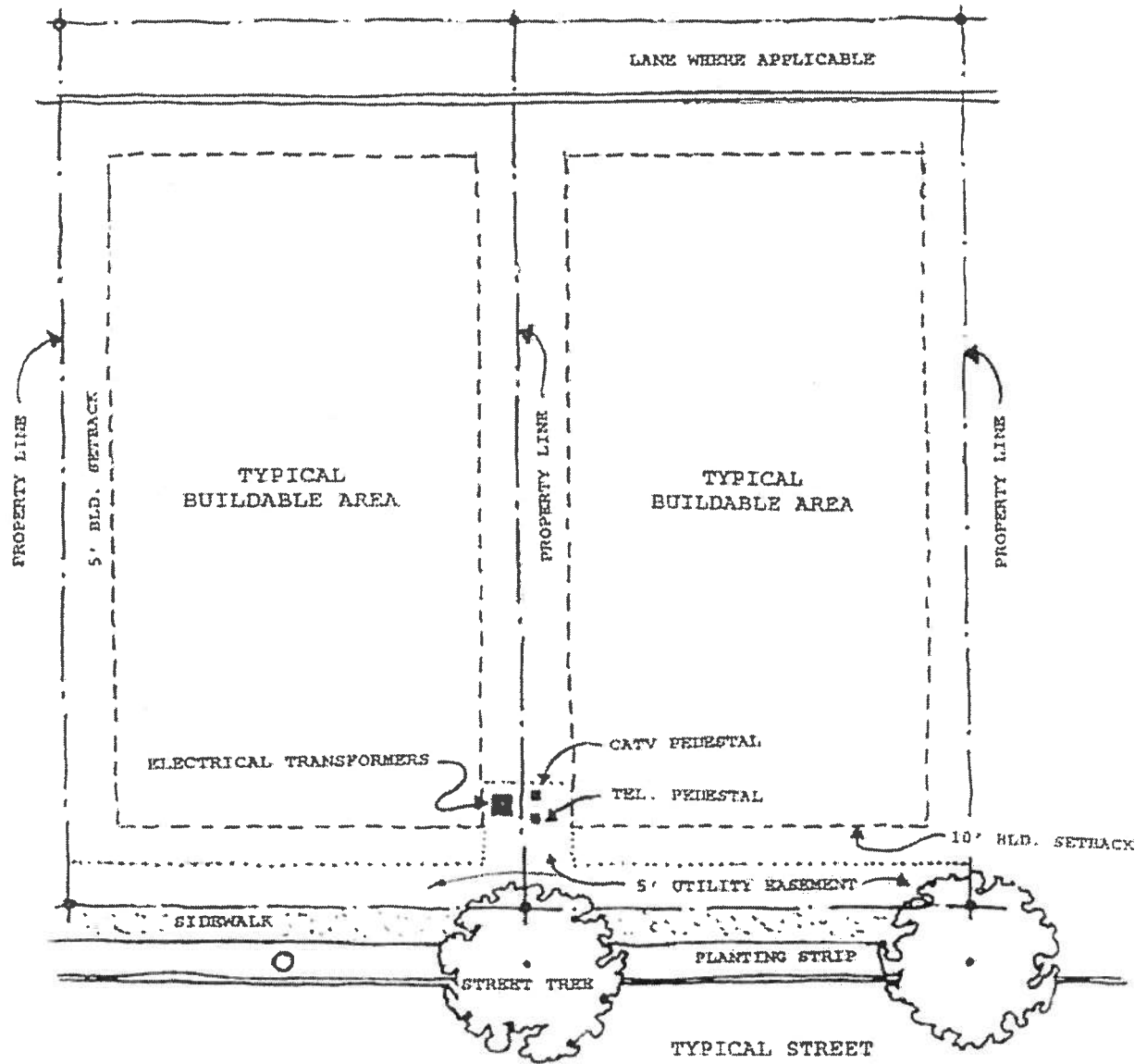
To avoid harm to yourself or your contractors and damage to underground utilities, the law requires that you call 72 hours prior to digging in the vicinity of any utilities or known utility easements in order for the existing utilities to be properly located by the locator services paid by the utility companies. This requirement relates to any construction, including foundations, landscaping, fences, etc.

BEFORE YOU DIG - CALL 1-800-351-1111

YOU CAN BE LIABLE FOR ANY DAMAGE TO UNDERGROUND UTILITIES WHICH MAY OCCUR AS A RESULT OF A FAILURE TO FOLLOW THESE PROCEDURES!!!

Actual physical locations of electrical transformers, pull boxes, as well as CATV and telephone service pedestals, may vary from the generalized drawing on the following page and should be field verified by the locator services prior to commencing any construction on your lot.

SOUTH BLUFFS TYPICAL SITE LAYOUT



**SOUTH BLUFFS
CONSTRUCTION COMPLIANCE INSPECTION #1**

DATE: _____ LOT #: _____

OWNER: _____

BUILDER: _____

This is to certify the above project was inspected on _____
and it was determined that construction to date (through framing stage) is in compliance with
the requirements of the South Bluffs Design Guidelines and Design Review comments.

Inspected by: _____

**SOUTH BLUFFS
CONSTRUCTION COMPLIANCE INSPECTION #2**

DATE: _____ LOT #: _____

OWNER: _____

BUILDER: _____

This is to certify the above project was inspected on _____
and it was determined that construction to date (through exterior finish and trim) is in
compliance with the requirements of the South Bluffs Design Guidelines and Design Review
comments.

Inspected by: _____

LOT NUMBER: _____ PLASE: _____

ADDRESS: _____

OWNER: _____ BUS. PHONE: _____
 ADDRESS: _____ RES. PHONE: _____

BUILDER: _____ BUS. PHONE: _____
 ADDRESS: _____ PAGER: _____
 MOBILE: _____

APPROVALS PLANS APPROVED BY DESIGN REVIEW CENTRE DATE

ACKNOWLEDGMENTS: BUILDER TO INITIAL
 RECEIPT OF UTILITY EASEMENT LETTER INITIAL
 RECEIPT OF CONSTRUCTION RULES & REGS. INITIAL

INSPECTIONS: BUILDER TO INITIAL
 SITE CONDITIONS HAVE BEEN INSPECTED INITIAL
 LAKE CONDITIONS HAVE BEEN INSPECTED INITIAL
 STREET TREES HAVE BEEN INSPECTED INITIAL
 ADJACENT SPRINKLER SYSTEM HAS BEEN IDENTIFIED INITIAL

CONSTRUCTION FACILITIES ACQUIRED: BUILDER TO INITIAL
 DUMPSTER INITIAL
 PORT-A-JOHN INITIAL
 BLACK SILT FENCE ADJACENT TO COMPLETED HOUSES INITIAL

1.) All plans must be submitted to design review committee. Any modification from the final approved design (including elevation, floorplan, landscaping etc...) must be resubmitted for review.
 2.) An Engineers Certification is required for foundation survey.

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 PERMIT ISSUED BY: _____ DATE

B U I L D E R / O W N E R
 C E R T I F I C A T I O N

BY APPLYING FOR AND ACCEPTING THIS PERMIT THE BUILDER / OWNER ACKNOWLEDGES THAT CERTAIN IMPROVEMENTS ARE IN PLACE SUCH AS CURBS, STREETS, LANES, LANDSCAPING, STREET TREES, IRRIGATION SYSTEM, BRIDGES, SIDEWALKS IN SELECTED AREAS, STREET LIGHTS, STREET FURNITURE, BIKE RACKS, PONDS, POND LIGHTING, WALKING PATHS, PARKS, PAVILIONS, TRASH CONTAINERS AS WELL AS OTHER IMPROVEMENTS NOT NECESSARILY ENUMERATED ABOVE.

GAS, ELECTRIC, TELEPHONE AND CATV UTILITIES ARE LOCATED IN EASEMENTS ALONG THE FRONT OF EACH LOT BEHIND THE FRONT PROPERTY LINE AND IN CERTAIN SIDE YARD EASEMENTS. BUILDER / OWNER MUST CALL 1-800-351-1111 TO HAVE THESE LOCATED PRIOR TO COMMENCING ANY DIGGING IN THESE AREAS.

THE BUILDER / OWNER FURTHER ACKNOWLEDGES THAT IT IS THEIR SOLE RESPONSIBILITY TO PROTECT ANY SUCH IMPROVEMENTS ADJACENT TO OR IN THE IMMEDIATE VICINITY OF THEIR LOT AS WELL AS ANY OTHER INFRASTRUCTURE IMPROVEMENTS WITH WHICH THEY COME IN CONTACT.

THE BUILDER / OWNER CERTIFIES THAT THEY WILL COMPLY WITH ALL ASPECTS OF THE CONSTRUCTION RULES & REGULATIONS FOR HARBOR TOWN.

THE BUILDER / OWNER AGREES TO CORRECT ANY PROBLEMS THAT ARE CALLED TO THEIR ATTENTION BY THE REPRESENTATIVES OF THE DEVELOPMENT.

FEES COLLECTED:	
Design Review Fee	\$125.00
Construction Compliance Review	\$100.00
Certificate of Construction	\$ 25.00
Demaga Deposit Fee (Fully Refundable if all conditions met)	\$200.00

SIGNATURE - BUILDER / OWNER

SIGNATURE OF ISSUER

CONSTRUCTION RULES AND REGULATIONS

SOUTH BLUFFS PLANNED DEVELOPMENT

MEMPHIS, TENNESSEE

Date of issue: October 1, 1991

Revised as of: March 19, 1996

AMENDMENT TO CONSTRUCTION TIME:

Previously stated: No builder shall commence construction on a weekday prior to 7:00 a.m., nor continue construction beyond 7:00 p.m. No builder shall commence construction on a weekend prior to 9 a.m., nor continue construction beyond 6:00 p.m.

Amended: No builder shall commence construction on a weekday prior to 8:00 a.m., nor continue construction beyond 5 p.m. No builder shall commence construction on a weekend without prior approval from the Board of Directors. If approval for weekend construction is granted, no builder shall commence construction prior to 8:00 a.m., nor continue construction beyond 5 p.m.

Board Approved July 17, 2017