



SOUTH BLUFFS
HOMEOWNERS ASSOCIATION
2020
DESIGN REVIEW PACKET

(see www.southbluffs.com or Caliber HOA resident portal for electronic copy of document)



Dear South Bluffs Resident,

On behalf of the South Bluffs Homeowners Association (HOA), we are pleased to offer a design review packet that includes everything you need to know when doing any type of renovation or landscaping update on your home. It has been cleared by the Association's attorney and is ready for use. Please review the attached packet and **make sure to complete the South Bluffs Homeowners Association Submission for Design Review when doing any type of modification or landscaping to your home** so that we can have the information on file and can assist you through the design review process.

Please also take note the Amended Construction Rules and Regulations: 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. Commencement of work without prior approval from the Board may result in fine(s) to the homeowner.

You can also find an electronic version of this document and other helpful documents on Caliber HOA resident portal or South Bluffs website at www.southbluffs.com under the Governing Documents tab.

Please contact me at the email or phone number below should you have any questions.

Thank you,

Maegan Rusch

Association Manager, Keith Collins Company

South Bluffs Homeowners Association Project Overview

Design Review Relating to Work Done to a Residence or the Lot on Which it Sits

Before beginning work on a residence or the lot on which it sits, owners must contact the Association Manager to ask if the work they have in mind requires a formal design review. The general principles applied are as follows.

1. New Construction and exterior modifications/changes (e.g., additions, enclosures of porches, fences, patios, decks, painting involving a change of the dominant house color, etc.) must be the subject of a formal review. Of additional concern what steps would be taken to minimize the impact on the community of the storage of building materials or equipment (e.g., machinery, dumpsters, portable toilets, etc.) outside a residence for an extended period of time.
2. Simple repairs not involving an exterior modification or change that do not require the storage of building materials or equipment outside a residence and that will be completed in (5) business days or less during regular business hours may not need a formal review.

If a formal review is not required, the Association Manager nevertheless may require the submission of documentation establishing the nature of the simple repair.

If a formal review is required, owners must submit to the Association Manager a request for design review in accordance with the instructions in the Association's Architectural Review Packet and pay any fees involved. Included in the Packet are the Association's Submission for Design Review with check list, Project Overview and Construction Information.

If submitted in a timely manner and all fees have been paid, completed requests will be reviewed by the time of the next regularly scheduled meeting of the Board of Directors. Requests involving complex projects, or which may require further consultation may take longer to review. Consequently, residents are well-advised to submit all requests months in advance of any anticipated start date.

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.

Call the Association Manager at 753-4170 to obtain copies of the Design Review Packet (available on Caliber HOA resident portal and www.southbluffs.com), information about fees and the schedule of meetings of the Board of Directors for the current year.

South Bluffs Homeowners Association Construction Information

All relevant construction documents can be found on Caliber HOA resident portal or www.southbluffs.com under the Governing Documents tab.

- Construction Approval - Prior to commencing construction, each homeowner must obtain written approval of the plans which they have presented to the Management Company.
- Changes to Construction - 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.
- Insurance - All homeowners performing interior or exterior work must obtain a current Business License and Certificate of Insurance from the contractor with the Association listed as the additional insured. The contractor must have a \$1M general liability policy and workers compensation.
- Construction Time - No builder shall commence construction on a weekday prior to 8:00 a.m., nor continue construction beyond 5:00 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 5:00 p.m.
- Without prior approval by the Board, construction may not take place during Federal Holidays which include: New Year's Day, Martin Luther King Jr. Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.
- Parking - Contractors vehicles must be parked in manner not to obstruct roads/lanes from access by residents, emergency, and commercial vehicles. Blocking mailboxes is not permitted nor is parking in lanes other than to temporarily unload or remove construction materials. If found to be in violation, contractor vehicles are subject to being towed. The HOA Towing Agent is PB & J - 788 S Main St. (901) 774-1900
- Dumpster - Should a dumpster be required for debris removal; this must be listed in the plans and placement must be discussed and approved by Management prior to the dumpster placement.
- Dumping - No excess construction materials, including hazardous material, paint, etc. may be washed down or dumped anywhere in South Bluffs property for any reason at any time.
- Construction Debris and Trash Removal - Each homeowner will be responsible for the removal of all debris and trash from the work site. Construction may be inspected each Friday for cleanliness.

- Infrastructure - All materials should be kept away from common elements to prevent damage. Any damage to common elements must be reported to Management immediately. Repairs to damage caused by a contractor will be charged back to the homeowner.
- Protection of Common Area - No debris or construction tools or materials may be stored or placed in common area such as the sidewalks and verge sections.
- Construction Radios and Noises - No construction radios shall be utilized prior to 9:00 a.m., nor beyond 5:00 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.
- Buildings Under Construction - No functions shall occur in any building under construction.
- Open Fires - Open fires of any kind are prohibited.
- Surveys - Homeowners are responsible for establishing their own property corners by way of a construction survey.
- Protection of Adjacent Property - For exterior construction involving the movement of debris, the contractor is required to put up a solid, black silt fence along the entire property line separating the ongoing construction from the adjacent property. Any damage to an adjacent property or residence shall be immediately repaired by the contractor or owner at their sole expense.
- Compliance Reviews - The Town Architect will be responsible for reviewing the proposed construction as well as the finished construction (if applicable). These charges are the responsibility of the homeowner and will be paid by the Association and billed back to the homeowner at cost.
- Port-A-John - Each contractor/homeowner is responsible for their own Port-A-John. Port-A-Johns must be kept in a cleanly fashion and may not cause a disturbance for neighbors.
- To avoid harm to yourself or your contractor and damage to underground utilities, the law requires per the Underground Utility Damage Prevention Act that anyone who engages in excavation must notify all known underground utility owners not less than three (3) or more than ten (10) working days prior to beginning work of the intent to excavate in the vicinity of any utilities or known utility easements, in order for the existing utilities to be properly located and marked. This requirement relates to any construction, including foundations, landscaping, fences, etc. A list of these utilities may be obtained from the County Register of Deeds. Those utilities that participate in the Tennessee One Call System can be notified by calling 1-800-351-1111.
 - Note: You are liable for any damage to underground utilities that may occur as a result of failure to follow these procedures. **BEFORE YOU DIG – CALL – 811**

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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:

Project Proposed Start Date: _____ Project Proposed End Date: _____

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 Management Company.

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 that 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 HOA Project Overview Design Guidelines & Construction Information; a copy of these will be provided prior to 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: _____

To Be Completed by Homeowner:

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

2. Storage of Building Materials: _____

3. Dumpsters: _____

4. Other: _____

Homeowner Check-List for Submittal of Design Review:

- Completed Application for Design Review
- Homeowner review of South Bluffs HOA Project Overview & Construction Information
- Contractor Info; name, address, phone, proof of current license & insurance
- Project Drawings & or Exterior Paint Color Samples
- Architect Review Form (if applicable)
- Copy of City/Shelby County Building Permit (if applicable) link:
www.shelbycountyttn.gov/532/Building

Approved by: _____

Date of approval: _____