

COOSAWATTEE RIVER RESORT



Construction Guidelines for COOSAWATTEE RIVER RESORT

Welcome to Coosawattee River Resort!!

This booklet is designed to help guide you and your contractor during construction. There are CRRRA rules and regulations (in addition to county/state/federal ordinances) which you and your contractor must become familiar with in order to remain in compliance before construction starts, while construction is ongoing and at the completion of construction.

Should you have any questions about this guideline booklet, please call 706-276-1060 and someone will be happy to assist you.

SECTION I. Purpose of Architectural Review Committee

The primary purpose of the Architectural Review Committee (ARC) is to ensure that each owner's property values are protected and enhanced by assuring compliance with all CRRRA Covenants, Conditions, and Restrictions as well as all CRRRA Rules and Regulations. In order to maintain architectural and aesthetic harmony and compatibility among all lots, structures, and improvements within CRRRA, the architectural standards will be applied to reflect that lots and dwellings constructed and/or to be constructed are of varying sizes, values, and topographies depending on the lots location. This means that improvements and modifications suitable for one lot may be inappropriate for another lot. Therefore, the ARC will adopt as appropriate varying standards, sizes, values and layouts of lots and improvements thereon.

SECTION 2. Requirements for ARC Approval

A. New Construction

In order to comply with Gilmer County Superior Court Orders #2003CV-693, #2003CV-865 and with each sub-divisions covenants, no mobile home shall be located on any lot. Mobile home shall be defined as including any home which is pre-fabricated and transported to the property by truck, trailer, craft or other vehicle and shall include modular, manufactured or industrialized homes. This also applies to additions to existing homes.

For CRRRA ARC to review and grant approval, you must submit the following:

1. Provide copy of Gilmer County Health Department Septic Tank Permit.
2. Provide copy of Gilmer County Building Permit.
3. Provide original of CRRRA Application for Building Approval form, which includes a statement agreeing not to **clear cut your lot**.
4. Provide one set of house plans (two sets if you want a copy stamped APPROVED) drawn to scale, certifying that construction will not violate Gilmer County Court Orders #2003CV-693 and #2003CV-865, showing all elevations, indicating square footage on each level (basement included), also total square footage of heated space. Minimum heated square footage is 1,050 in Eagle Mountain and 900 in the Beavers.
5. ARC reserves the right to deny a new construction approval if the location of the original survey pins cannot be located to the satisfaction of the ARC. These pins are necessary to determine the proper setback distances from each side of the lot. Setback distances are 35 ft front and rear and 10 ft from each side, provided, however; if a building setback line is shown on a recorded plat, the lines so shown on that plat will prevail. You **must not assume** that the setback distance begins from the middle of the road, as ARC will not accept any measurement from that point. No changes to the original, approved building site footprint will be allowed which may result in an encroachment into the required setbacks. Under certain instances, which will be addressed on a case by case basis, the CRRRA Board of Directors may allow a variance to the setback requirements as documented in the Declarations of Covenants, Conditions and Restrictions for Eagle's Mountain, only. To request a variance, a builder / owner must submit the application to the ARC for consideration, pay the current published Variance Application Fee and provide a current survey showing the proposed variance. The board of directors will take into account all comments from neighbors bordering the property requesting the variance. An incomplete or missing application will not be considered and the request will be automatically denied.

6. Per the covenants which state, *“Construction of the exterior of a dwelling shall be completed within 12 (twelve) months from the commencement of same”*. New construction must be completed within twelve months in each sub-division except Beaver Lake, which is six months. **The construction time period begins the same day the building approval is granted.**
7. Fences (whether property line or decorative) require ARC approval, no Impact Fee. Fences should have the finished side facing out. ARC recommends pet enclosure(s) be located as unobtrusively as possible and **each** enclosure requires ARC approval. ARC recommends the use of an invisible fence.

B. Exterior Renovation/Addition/Out-building Construction

1. Provide a copy of Gilmer County Building Permit and their Septic Tank Permit, if applicable.
2. Provide a copy of ARC Application for Building Approval.
3. Provide one set of construction plans (two sets if you want a copy stamped APPROVED) drawn to scale, certifying that construction will not violate Gilmer County Superior Court Orders #2003CV-693 and #2003CV-865, showing all elevations, square footage, and set-back requirements. No changes to this original, approved building site footprint will be allowed which may result in an encroachment into the required setbacks.
4. Exterior renovation/addition/out-building construction must be completed within twelve months **in** each sub-division except Beaver Lake, which is six months. **The construction time period begins the same day the building approval is granted.**
5. Fences (whether property line or decorative) require ARC approval. No Impact Fee. Fences should have the finished side facing out. ARC recommends a pet enclosure(s) be located as unobtrusively as possible and **each** enclosure requires ARC approval. ARC recommends the use of an invisible fence.

Section 3. Obligations and Responsibilities

The property owner and/or the primary contractor each have obligations and responsibilities to fulfill before, during and after construction. This section will attempt to point out some of these items but there may be others not mentioned which must be fulfilled.

A). The property owner and/or primary contractor is required to provide various documents to ARC for its review and approval and to sign various ARC forms before any construction begins. Copies of these forms are in Section 7 and are for your use. Additional copies are available at the ARC office. Refusal to sign any of these forms may result in delays, denials, Stop Work Orders and possible assessments.

B). The property owner and/or primary contractor is responsible for keeping the work site cleaned up as required by the covenants. ARC recommends a weekly cleanup. Federal and State laws require the removal of waste / debris material from the work site. **DO NOT BURN OR BURY ANY WASTE MATERIAL ON THE WORK SITE.** You must take all waste material to an appropriate disposal site. Failure to comply will result in assessments being issued. Warming fires must be in a burning barrel or you must obtain a burn permit from the Forestry Department and report that number to the CRRRA Public Safety. All fires must be attended while a fire is burning or smoldering and there must be sufficient water available or other sufficient methods of extinguishing the fire must be available. Fires must be completely out before leaving the fire unattended.

- C).** The property owner and/or the primary contractor will be held responsible for the conduct of and damages caused by their employees, their sub-contractors and employees, as well as any person delivering materials to the work site while these people are on CRRRA common property. The CRRRA recognizes these people as your guests and expects them to adhere to all CRRRA Rules and Regulations. Failure to do so may result in entry refusal.
- D).** All persons involved in your construction must be registered at CRRRA's Main Gate or entry will be refused. ARC Form "**Primary Contractor Personnel List**" is attached for your use to notify the Roads & Grounds office of your personnel's names. After entry, they must go directly to the work site until they leave at the end of the day. They will not be allowed entry to any CRRRA amenity or park area. Failure to comply may result in no re-entry. The work site must be unoccupied over night.
- E).** Any portable toilet on the work site must not be located on CRRRA common property. It must be removed prior to occupancy by the homeowner.
- F).** There are three requirements that each vehicle must pass in order to gain access to CRRRA:
1. Gross vehicle weight not to exceed 60,000 pounds.
 2. Maximum vehicle width and load not to exceed nine feet.
 3. Trailer length, including trailer tongue, not to exceed forty-eight feet.
- G).** No one is allowed to operate any type of construction equipment on any CRRRA road unless it is 1) equipped with rubber tires or rubber treads or 2) appropriate road protection is provided when steel tracks are in use. CRRRA designated personnel are to be present when **any steel tracked** equipment is being used on any CRRRA roadway or common property.
- H).** Outside construction activity is prohibited before 7:30 am and after 8:00 pm weekdays and before 8:00 am and after 4:00 pm on Saturdays. Bulldozers, Bob Cats, backhoes and other large construction equipment are NOT allowed to be operated on the following Holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Day and ALL Sundays. Emergency situations are exceptions. Other restrictions are listed in the CRRRA Rules and Regulations in Article II.
- I).** Only one FOR SALE sign, not to exceed four square feet, will be allowed per lot and is to be removed when the property is sold. No other signs are to be used.

Section 4. Site Preparation

- A).** No construction work other than flagging, staking and taking septic soil samples is to be done prior to receiving a ARC building approval.
- B).** Prior to removal of any trees and/or other dirt disturbances, ARC recommends you become familiar with Federal, State and County ordinances to eliminate the possibility of violating any of them.
- C).** Set back violations will result in corrections at the owner's expense as well as assessments.
- D).** The property owner and/or primary contractor must provide adequate controls to prevent gravel and/or mud being deposited onto CRRRA roadways and common property.
- E).** Refer to ARC Form "**Driveway Transition and Culvert Installation Requirements**" (attached) for driveway transition to the CRRRA roadway and culvert installation details.

Section 5. While Construction Is Ongoing

- A).** Variances, which are requested after the work is started or finished, are automatically denied and a CRRRA Stop Work Order will be issued. ARC, with the concurrence of the Board of Directors, may require the removal of the offending work. A specific assessment may be imposed.

B). Clean up of any type of material spill (trash, concrete, lumber, dirt, gravel etc) is the responsibility of the property owner and/or the primary contractor when the spill is onto any CRRA common property. Open bed trucks must utilize a cover when transporting trash and/or dirt through the CRRA.

C). Prior to the use of explosives, a notice to the CRRA Main Gate personnel and to property owners within 500 feet of the blast site must be made. All persons who need to use explosives inside the resort must follow all county and state regulations and have all applicable permits.

There will be no exception. Proof of Liability Insurance is required.

Section 6. ARC Forms

A). Included with this construction guideline package are all the necessary forms you need to complete your construction activity and remain in compliance.

* NOTICE *

The Architectural Review Committee worked diligently for several months to reconstruct our impact fee schedule. The Board of Directors passed the following schedule in September of 2010.

*** New Impact Fee Schedule to go into effect January 1, 2011 ***

NEW CONSTRUCTION

1. \$500.00 Flat Fee for New Home Construction at the Minimum Heated Sq. Footage allowed in the Covenants (900 in the Beavers and 1,050 in Eagle Mountain).
2. Cents per square foot above the Covenant Minimum
 - a. Per finished/ heated/ enclosed square foot in excess of the Covenant Minimum = \$0.25(per sq. ft.)
 - b. Per unfinished/ unheated/ open square foot = \$0.25(per sq. ft.)
3. \$5.00 per 1/10th of mile from the gate used to access the property.
4. \$20.00 per cubic yard of concrete/ cement/ asphalt as called for in the plans.

IMPACT FEES FOR ADDITIONS RESIDENTIAL

1. \$100.00 Flat Fee (inclusive of application and variance fee if required) for any additions.
2. Cents per square foot
 - a. Per finished/ heated/ enclosed square foot in excess of 500 sq. ft. = \$0.50 (per sq. ft.)
 - b. Per unfinished/ unheated/ open square foot in excess of 500 sq. ft. = \$0.25 (per sq. ft.)
 - c. Per square foot for enclosing or "building out" any existing space = \$0.10 (per sq. ft.)
3. Fences, etc. will be \$0.00 per sq. ft. although the \$100 Flat Fee will remain.
4. \$1.00 per 1/10th of mile from the gate used to access the property.
5. \$20.00 per cubic yard of concrete/ cement/ asphalt as called for in the plans.

Some examples of both schedules are attached

**CRRRA Checklist for Architectural Review Approval
(Project Manager to check each item as it is received)**

New / Renovation

- ____ / ____ 1. Application for CRRRA ARC approval.
- ____ / ____ 2. Copy of Gilmer County septic tank permit.
- ____ / ____ 3. Copy of Gilmer County building/land disturbance permit.
- ____ / ____ 4. In order for CRRRA ARC to verify setbacks, **property lot evidence** shall be provided showing location of proposed house site, septic system and driveway with distance to property lines shown.
- ____ / ____ 5. One set of house plans (two sets if you want a copy stamped "APPROVED" on it), drawn to scale, certifying that construction will not violate Gilmer County Orders # 2003CV-693 and #2003CV-865, showing all elevations, indicating square footage on each level, (basement included), also total square footage of heated space. Minimum heated square footage is 1,050 in Eagle Mtn. and 900 in the Beavers.
- ____ / ____ 6. Impact fees (see examples and worksheets next (2) pages)

a. New Construct

Flat Fee \$500.00

Additional Fees _____

Total Amount Due _____

b. Additions

Flat Fee \$100.00

Additional Fees _____

Total Amount Due _____

- ____ / ____ 7. a. Do you have ownership interest in any other lots in the CRRRA?
- b. If so, under what name/names? _____
- _____

____ / ____ 8. **All** CRRRA assessments are current. (Must stay current for duration of approval period.)

____ / ____ 9. Lot registered in correct owner's name.

____ / ____ 10. List of workers to be provided and updated as changes occur.

Property owners printed name

Signature, Project Mgr., R & G Dept.

Property owner's signature

Date

Lot number / Subdivision _____

Impact Fee for Additions

\$100.00 Flat Fee for any additions (Residential)

Additional Heated / enclosed Sq Ft in excess of 500 sq ft	\$0.50 per sq ft	Additional Unheated / open Square Feet in excess of 500 sq ft	\$0.25 per sq ft	Enclosing any existing space	\$0.10 per sq ft	Mileage from entry gate	\$1.00 per 1/10 mile from entry gate	Cubic yards of cement / concrete / asphalt	\$20.00 per cubic yard	Total

EXAMPLES

Additional Heated / enclosed Sq Ft in excess of 500 sq ft	\$0.50 per sq ft	Additional Unheated / open Square Feet in excess of 500 sq ft	\$0.25 per sq ft	Enclosing any existing space	\$0.10 per sq ft	Mileage from entry gate	\$1.00 per 1/10 mile from entry gate	Cubic yards of cement / concrete / asphalt	\$20.00 per cubic yard	Total
		120	\$30.00			1/2	\$5.00			\$35.00
		76	\$19.00			1 mile	\$10.00	8	\$160.00	\$189.00
76	\$38.00					7/10	\$7.00	4	\$80.00	\$125.00
				168	\$16.80	1/5	\$2.00			\$18.80

**CRRA
APPLICATION FOR ARC APPROVAL**

The Architectural Review Committee (ARC) meets the second and fourth Thursday of each month. All applications must be submitted by noon on the Wednesday prior to the meeting date.

Date of submission of plans_____

Subdivision: Beaver Bend____, Beaver Forest____, Beaver Lake____

Eagle's Mtn Campground____ Eagle's Mtn____

Lot number(s)_____

PRINTED Property Owner's Name/Address/Phone number

PRINTED Primary Contractor's Name/Address/Phone number

Describe the type of Construction / Renovation / other work to be performed:

Have you received the correct subdivision Covenants along with CRRA's by-laws and CRRA's Rules and Regulations?_____yes_____no

I agree I will not clear cut my lot(s).

Signature of property owner

Date signed

BUILDING APPROVAL

Name

Subdivision and Lot # **PLUS** Street Name

Address

Address

Type of work to be approved

Your application for a CRRR building approval for the above location has been reviewed by the CRRR Architectural Review Committee and has been:

1. Approved _____ and assigned Approval # _____. This approval will expire on _____.

Please stop by the CRRR ARC office and get your approval stake. Install it so it is visible from the roadway prior to construction.

2. Approved _____ **PENDING receipt of the following items(s):**

3. Denied _____ for the following reason(s): _____

If you have questions regarding this denial, please call the CRRR ARC at 706-276-1060 ext. 236 during office hours, 9:00 AM to 5:00 PM eastern time.

NOTE!!! Refer to CRRR ARC Form "Driveway Transition and Culvert Installation" for culvert installation and driveway transition details and call 706-276-1060 ext.236 with any questions.

We are pleased that you have chosen Coosawattee River Resort as your construction site. Please call us should you have any questions at 706-276-1060 ext. 236.

Architectural Review Committee

Date Signed: _____

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

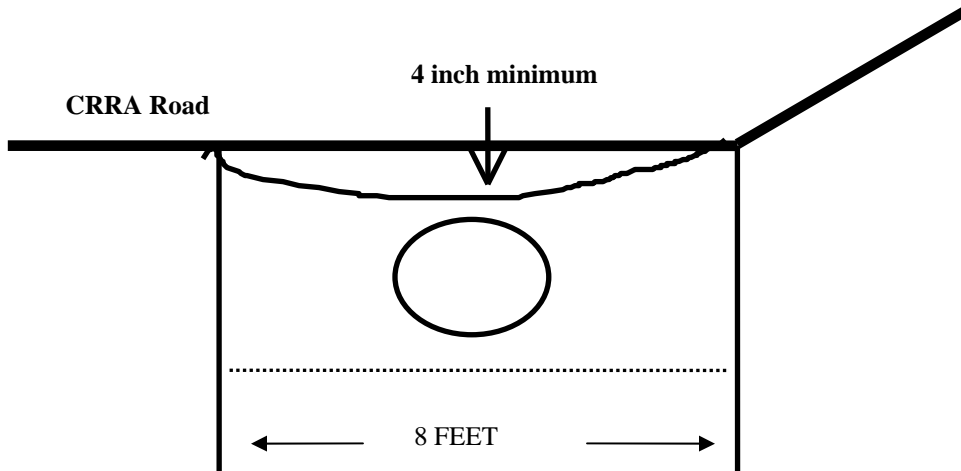
Committee Member

CRRA DRIVEWAY TRANSITION AND CULVERT INSTALLATION REQUIREMENTS

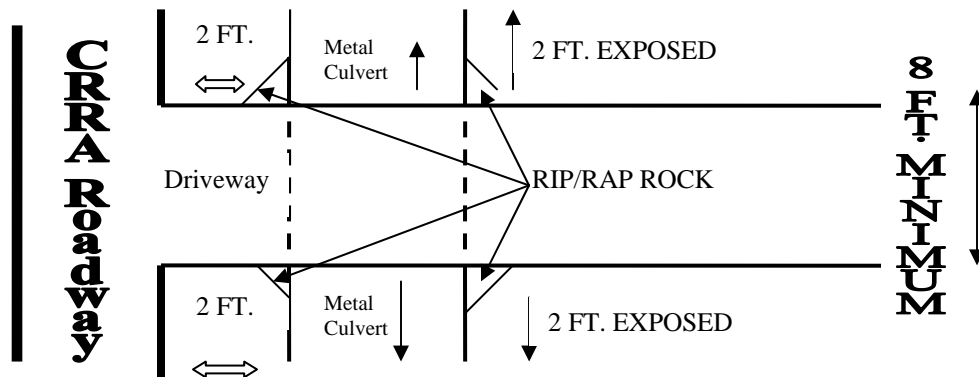
Driveway cut-ins and all culverts MUST be completed, inspected and approved by CRRA before any additional site preparation or work is started. CRRA owns and maintains all roads within the property and reserves the right to determine the acceptability of any and all connections from private property. CRRA property owners or their contractors shall furnish and install metal culverts where CRRA deems them to be necessary on CRAA property or utility/drainage easements. Please contact the CRRA office at 706-276-1060 when you are ready for your driveway and culvert installation and inspection. Only the CRRA Director of Maintenance, the CRRA ARC or their designee can determine the size, length and actual location of your culvert and acceptability of driveway transition. Failure to comply with this requirement will result in an immediate stop work order and may require repositioning or re-grading of a driveway and removal of a culvert which has been installed without CRRA approval. There will be two (2) inspections at no charge; there will be a \$50 administration fee, per inspection, for any and all further inspections.

Note!!! Drawings are not to scale

All driveways must transition to be flush with the CRRA roadway whether they are paved or unpaved. Rip/rap rock must be included (as shown) to reduce erosion and to prevent silt being deposited into the ditch. In addition, all driveway construction where it encroaches upon CRRA roadways must comply with all applicable environmental and erosion control laws and regulation promulgated by Gilmer County and/or any other regulatory agencies. By-Laws Article X, Section 1 (e) neither the Board of Directors nor the ARC shall bear any responsibility for ensuring the structural integrity of soundness of approved construction or modifications,. Neither the Board of Directors, the ARC nor member of any of the foregoing shall be held liable for any injury, damages or loss arising out of the manner or quality of approved construction on or modification to any lot.



Note!!! Distance from edge of road to culvert may vary due to topography



CRRA
PRIMARY CONTRACTOR PERSONNEL LIST

For your convenience, this form is provided so we can notify the CRRA Main Gate and Monitoring Station that construction personnel will begin requesting entry to your work site. All construction and delivery vehicles must know the subdivision, lot number and owner's name for admittance into the property. If your personnel's names are not on this list or if you have not otherwise provided the person's name to the Main Gate or Monitoring Station, entry will be denied. Once submitted, this form will allow your construction personnel to enter CRRA quickly. It is your responsibility to keep this personnel list as current as possible and to notify CRRA immediately of any changes.

Please be sure all information is correct and fill in all blanks.

Subdivision & lot number CRRA ARC Approval Number

Property owner's name and phone number (please print clearly)

Property's street / 911 address (include adequate directions from entry gate)

Primary contractor's name (please print clearly)

Primary contractor's business address (please print clearly) Phone number

**List the names of your employees, subcontractors and their employees.
Also include material suppliers' names. Use other side for more names.**

- Grading contractor _____
- Foundation _____
- Septic System _____
- Concrete Supplier (s) _____
- Hauling Contractor (s) _____
- Building Supply Contractor (s) _____
- Framing Contractor (s) _____
- Electrical _____

PRIMARY CONTRACTOR PERSONNEL LIST, continued . . .

Plumbing _____

HVAC _____

Roofing _____

Drywall _____

Siding _____

Landscaper _____

Other Contractors _____

And All Other Employees

Commercial, Construction & Service Vehicles Access Policy

The following policy regarding access to the property for construction, contractor, service, delivery and commercial related vehicles will be in effect on March 10, 2007.

Effective on the above date, gate access devices will be made available to all construction, contractor, service, delivery and commercial vehicles. Each vehicle in this category may obtain a Gate Access Device in order to enter the property with an approved application and payment of the fee set by the Coosawattee River Resort Association Board of Directors. This permit can be acquired on an annual basis only, renewable on a calendar year (365 days) basis.

(Example: the device is purchased on September 15, 2005 and is valid until September 14, 2006.) The cost for the yearly pass will initially be \$40 which will include \$15 for the gate access device and the first year's registration fee of \$25. In order to obtain an annual pass, the owner, or a representative of the owner, must present a completed application, a valid registration and proof of insurance as required by the state of Georgia. Payment for the tag must be made by cash, credit card or check prior to the activation of the tag. Tags must be applied to the vehicle under the supervision of or by a member of Public Safety or Roads & Grounds. Owners will not be allowed to take an un-affixed tag with them.

Annual renewal of the device must occur for the device to remain operational. Owners of the device will be required to pay a \$25 annual renewal fee.

Replacement tags will be afforded for a fee of \$15 for tags that are damaged; a portion of the previous tag must be returned to the office for replacement or the full annual amount will be charged.

Possession of an affixed tag will allow entrance to the gates as follows:

All gates, Monday through Friday 7:30 AM to 6 PM; Saturday 8 AM to 4 PM. Gate activation devices distributed through this policy will not be active on Sundays. Any other time, access MAY be granted to the property under current policy restrictions.

The Coosawattee River Resort Association may revoke any or all gate access devices issued under this policy at any time with a pro-rated refund of the annual registration / renewal amount paid.

The Coosawattee River Resort Association has the right to refuse any application for any reason.

The Coosawattee River Resort Association has, at its option, the right to void the gate device, without refund, for any violation of the association's Rules & Regulations.

Revised and Board Approved March 10, 2007

G:\Policies\Administration\0009 Commercial Vehicles Gate Access Device Policy.rtf

**COOSAWATTEE RIVER RESORT
ASSOCIATION, INC.
RULES AND REGULATIONS**

Section 8. Contractors and Building Materials and Delivery Vehicles

Contractors, building material delivery vehicles, subcontractors and all their employees are considered guests of the Property Owner and they are required to be registered by the Property Owner who must have a valid CRRA building permit for admittance at the Main Gate. As such, any may be barred from the property for failure to obey any of the rules established by the CRRA. Refer to Article III, Section 1, D and Article IV, Section 3. All construction and delivery vehicles must know the subdivision, lot number and owner's name for admittance into the property. The maximum width of any vehicle or load traveling on CRRA roads cannot exceed 9' in width and/or 60,000 pounds and/or 48 feet in length. Vehicles which exceed this restriction must receive a permit from CRRA Public Safety, have an escort vehicle with flashers at any time it is traveling on CRRA roads and pay a permit fee of \$100. An escort vehicle from Public Safety is available for \$50 per hour with a minimum of \$50 per trip. All escorts must be arranged with Public Safety 24 hours prior to the vehicle or equipment entering the property.

NOTE: Please use the following form for oversize/overweight vehicles

CRRA LOT# _____

Name: _____

Company Name: _____

Type Trade: _____

Point Contact: _____

Office Phone Number: _____

Cell Phone Number: _____

Emergency Contact and Phone Number: _____

Insurance Company Name: _____

Insurance Policy Number: _____

Registration Information: _____

I certify that I have received, read and understand the policy pertaining to approved builders, sub-contractors, and service personnel and agree to comply with all the requirements therein.

As a sub-contractor, I understand that violations of this policy may result in fines and/or exclusions from future work in CRRA.

Signature: _____

Date: _____

Company Name: _____

Authorizing Signature: _____

Board Approved: June 18, 2011 Effective: June 20, 2011