



## ***Home Building Process and Guidelines***

1. Provide all information requirements listed below to the Architectural Review Committee (ARC). The current review committee is Patrick Miceli and Randall Smith. Please send all the required information for building approval to [1300ARC@gmail.com](mailto:1300ARC@gmail.com). After review of covenants, guidelines, and document compliance, the ARC will forward its recommendation to the Board. Note: These guidelines are presented as an aid and do not supplant the covenants, which have primacy in all matters covered herein.
2. Once the building application has been submitted, the homeowner is responsible for paying a \$2000 Impact Fee to the Thirteen Hundred POA. Send payment to **Thirteen Hundred POA, c/o MPH, PO Box 2758, Blue Ridge, GA 30513, clearly marked as IMPACT FEE**. This payment must be received prior to receiving approval.
3. Once ground is broken, construction is required to be completed within twelve full months. If construction is not completed within this time frame, a five hundred dollar per month or partial month fee may be assessed until construction is completed. The actual breaking ground defines the start date. **Exception:** If a satisfactory detailed written explanation is submitted to the Board with the new completion date, the Board may waive the potential fee assessment. An exception request must be received by the Board thirty days prior to the original final completion date.
4. **Approved** construction must begin within 6 months. If construction does not begin in 6 months, then the Property Owner must reapply and pay a \$500 reinstatement fee.
5. The ARC will review all submitted plans and forward to the Board for approval.
6. **All Variance requests** must be submitted in writing to the ARC and approved by the Board of Directors.
7. **The standard for approval of building plans** shall include, but not be limited to: (i) aesthetic consideration; (ii) materials to be used; (iii) compliance with the standards in effect at the Property and the widely adopted “Community Wide Standard”, which is “Craftsman,” “Mountain,” or “Log Cabin” style. Homes in the Overlook are to reflect the “Craftsman” architectural style.
8. **Color**—The ARC shall attempt to keep the exterior color schemes in harmony with the natural surroundings, and thus keeping a strong emphasis on earth tones. No bright colors will be permitted. (see attached color guidelines)
9. **Building Requirements**—Square footage requirements must meet the covenant requirements. (See attached list for summary of specific lot requirements.)

**10. Minimum setbacks** are ten feet from each sides' neighboring property line, and fifty feet from the middle of the street .

**11. Construction**—All dwellings must be site–built and constructed of brick, block, rock, wood, or stucco. No vinyl or aluminum siding is permitted.

**12. Roof and Pitch**—All roofs on dwellings shall have at least a 6:12 pitch . Flat roofs shall be permitted over porches and deck areas. Standing seam metal roofs are permitted.

**13. Garages**—No front-loading garages shall be permitted unless pre-approved by the ARC. Variances shall be granted only when the lay of the land dictates such variance is required. All homes in the Overlook and homes on the lake must have a minimum of a two car garage and the doors must be constructed of high quality materials. Carriage type doors are recommended.

**14. Driveways**—All driveways and parking areas shall have a hard surface constructed of concrete, asphalt, or pavers. Driveways shall not be constructed without prior approval of the ARC.

**15. Propane Tanks**—All propane tanks must be buried.

**16. Foundations**—Dwelling foundations shall be finished with brick, stone, stucco, or be built of split face block that has the appearance of natural stone. No exposed block shall be permitted. All retaining walls shall be constructed of cement or cement blocks and finished to the same standards. Railroad ties shall not be permitted in the construction of retaining walls.

**17. Detached Buildings**—No more than one detached building shall be permitted per lot and the detached structure shall be constructed in the same style and manner of the primary residence with regard to siding, style, roof color, and must be pre-approved by the ARC. Prefabricated outbuildings are not permitted.

**18. Landscaping**—Landscaping around dwellings shall be completed within three months of completion of construction.

**19. Fences**—Fences must be constructed of only wood products and must be pre-approved by the ARC. The Association may allow black aluminum or iron fence.

**20. Cutting of Trees**—Lot Owners shall make every effort to maintain as much of the natural tree canopy as possible. Cutting for views must be approved by the Association and Owners shall only remove 10 percent of the trees on their Lot without the prior written consent of the Association. Furthermore, no tree with a diameter of 8 inches or larger may be removed without the consent of the Association. All trees that have been cut must be entirely removed from the property immediately. Lot Owner shall adhere to the *MOUNTAIN PROTECTION ORDINANCE FOR UNION COUNTY* if the Lot elevation is 2,200 feet or higher. No trees may be cut on individual Lots without prior approval of the ARC, unless home construction plans have been approved.

**21. Erosion and Sediment Permit** must be obtained. Any and all areas of land disturbance will be stabilized in accordance with all local, state, and federal guidelines during and after all construction efforts. Silt fences shall be removed by the builder once the yard is stabilized, but no longer than six months after receiving Certificate of Occupancy.

**22. Property Owners are responsible** for agents, employees, contractors, and subcontractors.

**23. Builders**—All builders must be approved by the ARC. If a builder fails to adhere to the provided guidelines, that builder’s standing on the “*Approved Builder List*” may be in jeopardy.

**24.** One builder sign may be neatly installed and must not exceed 24 inches by 24 inches. All builder signs must be removed within thirty days of receiving the Certificate of Occupancy.

**25.** Builders must communicate and ensure that all subcontractors comply with covenants which strictly restrict common area (pool, marina, and park) use to property owners only.

**26.** Builder penalties for not complying with covenant codes and restrictions may include a stop work order and fines of five hundred dollars per day.

**27.** Adequate sanitary facilities will be placed on site and maintained throughout the life of the project.

**28.** Damage to gates and roads by contractors and subcontractors must be repaired at the Builder's and/or property owner's expense.

**29.** Builders and their subcontractors must only travel to and from their construction site and only during reasonable working hours.

**30.** All construction debris or waste building materials will be removed from the site in a timely manner and disposed of utilizing an on-site dumpster or an equally acceptable method. No burning of construction material is permitted at any time. Job sites shall be kept clean and free of debris that could become airborne.

**31.** Builders must communicate and ensure subcontractors observe the **25 miles per hour speed limit** and keep noise from loud vehicles to a minimum. The speed limit on Deyton Drive approaching the subdivision’s main entrance is **20 miles per hour** and it also must be strictly adhered to.

**32.** Temporary electrical meters cans and posts shall be removed within thirty days of receiving the Certificate of Occupancy.

**33.** Homeowners need to notify the ARC within seven days that they have received their Certificate of Occupancy.

34. Solar panels are not permitted except panels that are actually part of the roofing materials (i.e., solar shingles or other roofing panels) and must be approved by the ARC.

35. Radon gas mitigation should be a consideration when planning your home.

36. Care must be taken when aiming exterior flood lights so as not to shine into neighbors' homes. Dark Sky lighting is preferred. This is to direct lighting down towards the ground and not into the sky where it can contribute to light pollution.

37. Submitted plans must be strictly adhered to. The ARC must be notified of any changes to the exterior and changes must be approved prior to implementation. This includes, but is not limited to, color, stone, brick work, driveway, retaining walls, materials, or location on lot.

38. Burning of trees/stumps from lot clearing is allowed if the property owner obtains a burning permit from Union County and abides by the guidelines set forth in the permit. The homeowner is ultimately responsible for any damage due to contractor burning.

### **ARC CHECKLIST**

*PLEASE WRITE CLEARLY*

LOT# \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Best phone contact # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Builder's Name \_\_\_\_\_

Builder's Email \_\_\_\_\_

Builder's Contact Phone Number \_\_\_\_\_

Contractor License # \_\_\_\_\_

Estimated construction start date \_\_\_\_\_

**Please initial after providing the required documents.**

\_\_\_ **Site Plan** with sufficient detail to accurately depict the location of the proposed house, driveway (stating driveway material type), the septic tank and drain-field and any utility connections running from the street to the structure. The *plan shall be to scale* and provide an accurate reference to any and all restrictive easements and building setbacks.

\_\_\_ **Floor plan and elevations** (4 sides) providing sufficient detail to accurately depict the overall dimensions (sufficient to verify the footprint square footage) of the proposed house, including roof pitch(s), all exterior finish materials, and square footage.

\_\_\_ **Color charts**, providing sufficient information to ensure all exterior colors (including the beams, posts, doors, roof, brick or stone colors) are in harmony with the natural surroundings with a strong emphasis on earth tones. No bright colors will be permitted. (SEE COLOR EXAMPLES)

\_\_\_ **Copies of all insurance policies** needed to construct and protect all parties associated with the construction.

\_\_\_ **Copies of the building permit** issued by the local governing authority, including a copy of the septic system permit.

\_\_\_ **Copies of the Erosion and Sediment (Land Disturbance) permit** issued by the local governing authority.

\_\_\_ **A complete list of all subcontractors.**

## *Indemnification*

It is understood by all parties that the Architectural Review Committee (ARC) serves in a voluntary capacity for the benefit of the homeowner and for community preservation of Thirteen Hundred. We adhere exclusively to the development Thirteen Hundred Covenants and specific directives provided by the Thirteen Hundred Property Owners Association Board. We simply provide forms and suggestions, but do not actually approve the application which is exclusively the role of the Property Owners Association Board of Directors. The property owner and builder agree to indemnify and hold harmless the Architectural Review Committee for Thirteen Hundred against any and all claims, injuries, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Architectural Approval Form and Building guidelines sheet Agreement. This indemnification will survive the termination of this or other future volunteers, their assigns, respective affiliates, officers, agents, employees and permitted successors.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SQUARE FOOTAGE REQUIREMENTS**

### **THE OVERLOOK**

#### Lots # 1-36

Minimum of 1800 sq. ft. of heated living space for single level homes. For multilevel homes a minimum of 1600 sq. ft. footprint with 1800 sq. ft. of living space. All homes in the Overlook must have a minimum of an attached or detached 2 car garage.

### **THE STABLES**

#### Lots# 37 thru 53 and 99 thru 199 and 371 thru 394

Minimum of 1400 sq. ft. of heated living space for single level homes. For multilevel homes a minimum of a 1200 sq. ft. footprint with 1400 sq. ft. of heated living space.

### **THE RIDGE**

#### Lots # 54 thru 98 and 400 thru 499

Minimum 1600 sq. ft. of heated living space for single level homes. For multilevel homes a minimum of a 1400 sq. ft. footprint with 1600 sq. ft. of heated living space.

### **THE COVE**

#### Lots # 200, 226 thru 296 and #300 – 310 thru 370

Minimum of 1400 sq. ft. of heated living space for single level homes. For multilevel homes a minimum of a 1200 sq. ft. footprint with 1400 sq. ft. of heated living space.

### **THE COVE (Lots that are along lakefront)**

#### Lots # 201 thru 225 and #301 thru 309

Minimum of 1800 sq. ft. of heated living space for single level homes. For multilevel homes a minimum of a 1600 sq. ft. footprint with 1800 sq. ft. of heated living space. All of these lakefront homes must have a minimum of an attached or detached 2 car garage.

Note: Lots 395 thru 399 and Tract “D” have some special requirements and exceptions. Please refer to Covenants for specific requirements.

## *Craftsman Style Homes*

Architectural characteristics that define a Craftsman house plan include:

1. **A low-pitched gable or hip roof** with deep overhanging eaves
2. **One- or two-story** structures
3. **Exposed rafters and/or decorative brackets** under the eaves and inside the house
4. **A front porch** is a signature feature of this type home, whether it's a small one extending from the roof that just covers the front door or a large, wide one.
5. **Finely crafted, often tapered, porch columns** that support the roof. These columns are short and sit on stone or brick piers
6. **Multi-pane windows** that are cased in wide trim
7. **Partially paned front door** on a traditional Craftsman house
8. **Single dormers** that are big enough to have more than one window
9. **Handcrafted stone and woodwork**
10. **Natural construction materials** like wood, stone, or brick
11. **A fireplace** or two
12. **Warm, earthy colors** for the exterior

Craftsman homes are built for function and touted original handiwork and harmony with nature and the surrounding landscape.

### **Seven Elements that define the Mountain Style Home**

1. Simple low slope roof shapes blending into more dominant steep slope gable forms, often with shed dormers.
2. Cedar shake, slate, and Architectural shingle roofs, with wide eaves and overhang to protect the house from the environment.
3. Exterior siding materials are cedar shake, vertical board on board and battens.
4. Timber columns and beams, knee braces and gable brackets, often with contrasting stain or paint colors.
5. Accent color on window sashes of large multi-unit windows and doors.
6. Wide functional front and rear porches and terraces, with timber beams, columns with wood ceilings.
7. Stacked stone foundation with piers for columns and railings.



## CRAFTSMAN and MOUNTAIN STYLE HOME COLOR GUIDELINES

In order to maintain the aesthetics of Thirteen Hundred, home color palettes will be restricted to natural, mountain and craftsman style colors (e.g., no yellow, pink, bright red, purple exteriors). Although some homes were previously approved with non-craftsman or mountain colors we would like to see homes adhere to these guidelines. Although this is not a complete palette of craftsman, mountain and natural colors, the following colors are generally accepted in the industry as being of the Craftsman or Mountain style.

### CRAFTSMAN COLOR PALETTES

For some examples of basic craftsman color palettes we've included a table of paints from Sherwin Williams specifically designed for craftsman homes.



All Sherwin Williams paints. Each code is preceded by "SW".