

Key Construction Elements in the Palmetto Hall Orientation

Following are selected key elements of the Palmetto Hall ARB Guidelines that contractors and property owners need to be aware of before beginning the construction process, and which will be reviewed at the Orientation meeting.

1. Stakeout Lot for Clearing Permit:

1. Property lines, house, garage and service yard corners (wetlands if any) to be staked, driveway and parking can be staked or spray painted, trees to be cut should be banded in red. No trees are to be cut or trimmed before stakeout approval. Following stakeout approval, a clearing permit will be issued by the ARB:

2. Site Setup for Building Permit:

1. Following clearing, prepare lot for construction:
 - a) Dumpsters (tarpred each evening) and Port-o-Johns set in place at 15 feet away and facing away from road
 - b) Barrier fence installed along adjoining improved properties and adjacent lagoon
 - c) Contractor sign erected with permits attached
 - d) Trees protected to prevent damage.
 - e) Provide a covering of a depth of 3-inches or more of stone or straw from the edge of the curb 10-feet into the lot at the access area for construction.
 - f) Curb /Storm drain inlet protection installed.
 - g) Forms placed for slab or footings
 - h) Silt fence along adjacent lagoon
 - i) Form and elevation survey must be presented in the form of a stamped drawing from the surveyor
 - j) HHI Building permit submitted for file
 - k) Approved building permit will be issued and construction can begin

2. Installation of appropriate drainage swale between the lot line and the curb at the driveway entrance.

3. Framing Inspection:

1. Once the roof is framed the ARB will conduct a framing inspection and issue a framing certificate.

4. Driveway Inspection – When the driveway forms are in place, the ARB will conduct an inspection and issue a driveway certificate. The contractor will then be permitted to continue with concrete placement

5. Intermediate Inspection:

1. Can occur at any time during the construction cycle.

6. Final Inspection:

1. Conducted as soon as ARB is provided copy of CO and following required documents:
 - a. Construction elevation Certificate
 - b. Final elevation Certificate
 - c. Certificate of Occupancy
 - d. As Built Survey - As stated in the ARB Guidelines page 27, this report will include all vertical and horizontal construction and verify that the grading of the lot has been done in accordance with the drainage plan.
 - e. Photographs of each completed elevation.
 - f. Civil Engineer sign off of drainage plan (completed according to approved plan).
2. Inspect home exterior vs. approved drawing
3. Inspect landscape vs. approved drawing
4. Inspect adjacent lots for debris and damage
5. After approval, deposits will be returned

7. Changes:

1. Any owner or contractor requesting changes to the exterior of the home, garage, driveway, and landscaping must be submitted and approved by the ARB *before implementation*. A change order form is included in the Guidelines and on the web site. There is a \$100 charge per submission regardless of the number of items on the submission to be changed. If changes are made without prior written approval, fines will be imposed.

8. **Elevation:**

1. All house and garage elevations must be as shown on the drawings and verified by the elevation certificate.
2. The 24" minimum exposed front foundation wall, number of front steps & handrails must be as shown on the drawings.

9. **Non-Compliance Items:**

1. Failure to follow these steps and/or failure to take appropriate corrective action of the other requirements contained in the ARB Guidelines will result in the loss of deposits and/or additional fines.

Please refer to the Palmetto Hall ARB Guidelines for the complete details and contact the ARB Administrator at 682-4182 if you have questions or need clarification. Information is also available on the Palmetto Hall web site – www.palmettohallhi.com

"The statements herein are intended to as a convenience summarize existing rules and regulations contained within the Covenants and the ARB Guidelines. Any conflict between the statements herein and either the Covenants or the ARB Guidelines shall be resolved in favor of either the Covenants or the ARB Guidelines."

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