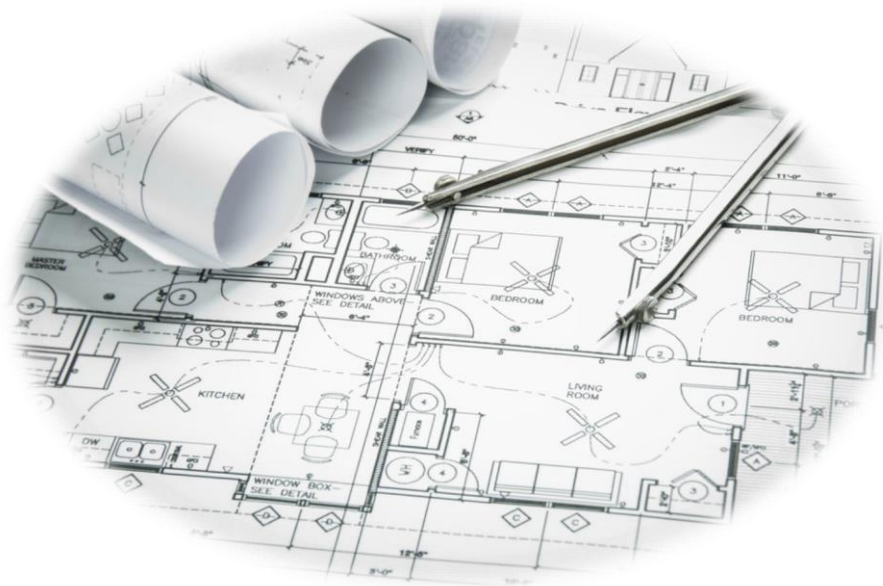




# CHAMPION HILLS

## DESIGN & CONSTRUCTION GUIDELINES

August 2023, FINAL



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## **I. PURPOSE AND AUTHORITY**

These design and construction guidelines (Guidelines) are written to provide helpful information to property owners (Owners), their architects, and builders in the approval process, design, and construction of both new homes in Champion Hills as well as for existing home additions and significant remodeling that modifies the exterior of the home. For other exterior changes (painting, lighting, landscaping, trees, roofing, etc.) to an existing home, the Owner should review the Existing Homeowner Guidelines.

The Guidelines and the contents of Articles XI and XII of the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Champion Hills (November 2001) (“Amended and Restated Covenants”), should be thoroughly read and understood before design work is commenced.

The Champion Hills Architectural Review Committee (CHARC) shall perform all functions, duties, and responsibilities for the review and approval of new construction or modifications as set forth in the Amended and Restated Covenants. Decisions of the CHARC may be appealed to the Board of Directors of the Champion Hills Property Owners Association (POA). An Owner should submit their design documents and fees to the POA who will then forward the design documents to the CHARC. Any capitalized terms used in the Design Guidelines, which are not defined, shall have the same meaning as described in the Amended and Restated Covenants.

The Guidelines may be updated from time to time to further promote and protect Champion Hills' design standards.

## **II. DEVELOPMENT PHILOSOPHY**

Champion Hills is a planned mountain golf community where the homes, other buildings and landscaping complement the rugged terrain and take advantage of the local climate and culture. Elements such as the golf course, roads, and home sites integrate with the natural landscape and with each other to create a rural mountain environment offering a variety of views, exposures, and settings. The development and maintenance of Champion Hills is intended to seamlessly blend into the natural scenery rather than compete or contrast with it and the strongest statement of our community is made by the architectural quality and appearance of our homes. It is the POA's mission to preserve this balance.

The degree to which Champion Hills perpetuates this blended rural mountain atmosphere is therefore greatly dependent on the design and setting of each home. The architectural review process has been established to ensure that each home's design and construction makes a contribution to these objectives.

## **III. DESIGN THEME**

The land at Champion Hills is typically steeply sloped and heavily forested with mature trees. The architectural design theme borrows from the description of the land, which can generally be characterized as strong, rugged, timeless, and stable. This design theme has long been established over the region's history and is still quite common throughout the Southern Appalachian Highlands. Typically, buildings are solid looking structures utilizing earth-tone colors and native building materials.

Homes are often built into hillsides, sometimes creating tall lofty structures with expansive views on at least one side. This design theme is prevalent throughout the homes found in Champion Hills and can be achieved in many ways. In fact, variety in home design is an integral part of the architectural design theme. Most home sites are unique; however, they frequently share common natural elements. Similarly, most home designs are also unique, however they can and should share common design themes. It should be noted that a home design, which successfully achieves the desired theme on one home site, may not necessarily be considered appropriate on another home site.

#### **IV. HOME PLANNING AND DESIGN**

To ensure that both the designing of a home and the result of building it will be a rewarding experience, it is strongly recommended that the Owner secure the services of competent professionals with direct, local area experience. Each home site at Champion Hills presents a unique design opportunity, and to attain the full benefit of each site, it is strongly recommended that both an architect and a landscape architect be consulted. Builders, however qualified and successful, typically can't provide design services that include excellence in site planning, superior architectural interest, and quality detailing. Plans for modular, pre-cut kit, catalog, or builder spec homes will most likely not meet the above criteria, and their use is discouraged. Each home should be designed for its specific home site and for the Owner's specific needs.

#### **V. ARCHITECTURAL CRITERIA**

The criteria described below are used by the CHARC in their review process as guidelines for approving development requests thus following these guidelines will greatly enhance a design's chances for approval. However, the overall review and aesthetic impact of a design also includes subjective judgment factors that cannot always be reduced to measurable standards. The overall aesthetic impact is as important for Champion Hills as is meeting the numerical criteria. These Guidelines are intended to provide the Owner guidance regarding particular elements that are of concern to the CHARC, but they are not the exclusive basis decisions and compliance does not guarantee approval of any particular application.

##### **A. BUILDING SETBACKS AND RIGHT OF WAY**

All single-family lots have setback lines on every side and no structure may encroach those setbacks. Setbacks may vary from lot to lot and the recorded plats should be consulted for specific lots. In most cases, the minimum front setback is 50 feet from the centerline of the frontage road, side setbacks are 25 feet each, and rear setbacks are also 25 feet. Additionally, homes along the golf course shall maintain a 50-foot setback unless an exception is granted due to extraordinary circumstances; however, under no circumstances shall the setback be less than 35 feet to the golf course property from the home, including all accessory structures and attachments (i.e., decks, porches, overhangs, etc.).

The POA has a right of way on all roads in Champion Hills. The right of way is twenty-five (25) feet from the centerline on Hagen Drive, Indian Cave Road, Chattooga Run, and Old Hickory Trail. On all other roads, the right of way is twenty (20) feet from the centerline. An Owner who constructs any permanent or temporary facility or structure inside the specified right of way, even if granted a variance, assumes full responsibility for repair of any damage to such facility or structure. This shall include, but not be limited to,

irrigation systems, fencing or other decorative architecture.

All variances submitted to the CHARC for review and approval must include the advance written approval of the adjacent lot owner(s). The lot owner granted a variance must provide proof to the CHARC that variance has been properly recorded with the Henderson County Register of Deeds.

**B. HOME SIZE**

Each subdivision parcel identified on the Champion Hills Master Plan reveals what type of housing is to occur in that parcel, e.g., single-family lots, villas, etc. Home sizes are then determined by type. The minimum living area for a single-family home is 2,000 square feet. Living area excludes garages, decks, breezeways, unheated spaces, or heated spaces with less than six (6) feet of headroom. Also, basement or half-basement spaces are not counted toward the minimum if more than 50 percent of the perimeter is below grade. There is no specific maximum area for a home, but it is necessary to retain a balanced proportion of the home's size to the lot size. No single-family home, including all indoor and outdoor heated and unheated spaces, may cover more than 20% of the lot on which it is built.

**C. STYLE**

No single architectural style is dictated at Champion Hills though the style found here could best be described as "Southeastern Mountain Style". This is a style where the home readily becomes part of the Blue Ridge Mountain landscape and can be rendered with both traditional and contemporary design appointments. Many of the styles, which have been historically popular such as Georgian, Federal, Southern Colonial, Neoclassical, etc., do not adapt well to sites in Champion Hills. Neither the land nor the land plan at Champion Hills is considered typical or homogeneous enough to allow for a repetition of styles often found in other communities.

**Willow Creek Restrictions (Lots 344 thru 355 excluding 350)**

**Lots 344, 346, 347, 348, 349**

Homes must comply with these Guidelines and must be compatible in style, materials, and colors with the existing home on lot #345. The POA has designs that can be used and that are compatible with the existing home on lot #345. These are specified in Willow Creek Drawings dated August 2005 and retained in the Architecture Review Office.

**Lots 351, 352, 353, 354, 355**

Homes must comply with these Guidelines and must either be selected from existing Property Owner Drawings specified in Willow Creek Drawings dated August 2005 retained in the Architectural Review Office or be compatible with these drawings.

**D. DESIGN CONSIDERATIONS**

The CHARC is primarily focused on the exterior design and look of the home. Floor plans

are a part of the review process to ensure that there is no attempt to divide a home into two or more separate living quarters. In the rare circumstance where a new home is being built for “spec”, the CHARC will review the floor plans in an effort to determine that the home will be reasonably salable.

Exterior design evaluation considers all of the following elements:

**Site Utilization** - Relationship of new construction to existing natural and man-made features; views from and to the home; effect on the main road, access to common areas, drainage features, neighboring homes and sites, driveways, and parking.

**Aesthetics** - Overall design quality of building elements as they relate to one another and the whole as it relates to adjacent development; considering form, function, scale, color, and texture. Emphasis is placed on the design of all sides of the home and exterior points of interest attained by design and use of materials. As an example, slender deck supporting columns are strongly discouraged.

**Massing** - Relationship of each structure's elements to one another.

**Fenestration** - Relationship of exterior openings (doors, windows, vents, skylights, etc.) to each other and to the solid portions of the home; compatibility with the overall design and fenestration detailing.

**Roofscape** - Proportion and appearance in relation to the body of the home; color and texture; primary roof with slope not less than 7:12; accent roof features may have lower pitch, but not less than 3:12; mechanical equipment, vent covers and stacks (must be painted to match or blend with roof); weight (cedar shakes, heavy earth-tone textured asphalt shingles or natural slate are appropriate); eave overhangs (may extend over setback lines by no more than two feet); gutters (if present, must blend rather than contrast with trim color).

**Chimneys** - Proportion and balance with the rest of the home (strong elements for which native stone is encouraged). Chimneys must be shrouded. The use of decorative chimney caps is required.

## **E. EXTERIOR MATERIALS AND COLORS**

Exterior material and color selection is one of the most important architectural criteria and is critical to maintaining the look, feel and balance of the Champion Hills Community. Repetition of just a few materials and colors makes for a stronger, more cohesive home appearance as does the use of native mountain indigenous materials, including wood and stone.

The POA intends to preserve the appearance of the natural landscape and thus precludes the use of colors that appear out of place and therefore considered offensive to the eye.

The color of exterior materials must generally be subdued to blend with the natural landscape. Earth tones are strongly recommended, although accent colors that are used

judiciously and with restraint may be permitted. Black and colors approaching the primary range (red, blue, white, and yellow) or colors that include drastic contrasts in value (light to dark) are not permitted. Proposed colors must be demonstrated to the CHARC in a sample format that adequately depicts the hue, tone, and shade of the proposed color in its final application. All exterior colors should be of a Light Reflective Value (LRV) of at least 10 and no more than 50. Trim above an LRV of 50 may be submitted; however, approval consideration is based on factors such as the overall color scheme and the amount of trim. The CHARC may require the color selection to be applied to an area of the home or to a sample structure prior to approval.

External materials are considered as follows:

**Exterior Walls** - Natural neutral stained wood and stone materials are encouraged. Strong contrasts between siding and trim colors are discouraged as is the use of bright colors. Earth tone brick, split-block, stucco, cement-based and other manufactured sidings will be considered on an individual basis. Unfinished block work or concrete foundation materials are prohibited. Extensive latticework below deck enclosures is discouraged. Vinyl or aluminum siding and trim are prohibited.

**Windows** - Champion Hills affords great view opportunities of both the golf course and the area's mountains. The use of clear or lightly tinted glass windows, doors, and skylights is encouraged to take full advantage of the mountain setting. Dark tinted or reflective glass is prohibited. Visible light transmission is calculated on the percentage of light that is visible through tinted glass. Glass tinting VLT must exceed a value of 30%. Glass tinted 30% or less VLT is prohibited.

**Roofing** – There is a wide range of roofing materials that is generally acceptable, including wood shingles and shakes, laminated asphalt/fiberglass shingles, and natural slate. Simulated wood shingles or shakes, artificial slate, cement-based shingles, and metal roofing will be considered on an individual basis. Concrete and clay tile roofing materials are prohibited. Primary roof must have a slope of not less than 7:12; however, accent roof features may have a lower slope, but not less than 3:12, depending upon accent roof material.

**Gutters and Trim** - Wood trim shall match or contrast and blend with exterior siding colors. Gutters and downspouts shall blend with trim and siding colors. The use of gutter screens or covers is recommended.

**Deck and Railings** – natural neutral colors matching or blending with the home's exterior color are strongly recommended. The use of wood materials is encouraged, as are composite materials giving the appearance of wood. All decking and railing colors must be approved before construction. Metal materials for railings will be considered.

Deck columns shall be sized proportionally for their height to offer a hardy appearance and shall incorporate masonry bases to match masonry used on the primary home structure when architecturally appropriate. Wood columns supporting elevated decks or porches must be a

minimum size of 6x 6 for columns up to 8 feet in height and larger as column height increases to ensure proper proportion.

The Contractor is required to build a sample structure exhibiting the siding and trim material, stonework (if applicable), window sash color and roofing materials that the Owner desires to use on the home. The sample structure should be built on site following the completion of the framing stage and prior to the cladding of the house. The sample structure should be a minimum of three feet in width by five feet in height.

#### **F. SITE ELEVATIONS AND RETAINING WALLS**

Mountain slopes at Champion Hills are the community's strongest natural feature and shall be preserved during the home design process. Site grading shall be minimized to ensure a more naturalized appearance. Preservation of existing site features is strongly encouraged where possible, including natural formations, trees, and natural grades. Extensive site grading is strictly prohibited.

Retaining walls may be used to preserve the natural grade and site features as well as prevent unnatural grading and site erosion; however, retaining walls may not be used to avoid proper design of the home footprint to fit the natural site contours.

Retaining walls shall not exceed 8 feet in height and shall incorporate a landscape buffer in front of the retaining wall with a minimum height of plantings of 4 feet. Sites requiring terraced retaining walls should not exceed a total combined height of 10 feet and will require a sketch or rendering for the CHARC to make an informed review. Note that any retaining wall section which is over 4 feet in height requires a permit issued by Henderson County

#### **G. ROOF RIDGE ELEVATIONS AND BUILDING HEIGHT**

Distance views are a key feature of many homes and home sites. Roof ridge elevations of all new construction will be evaluated for potential impact on views from surrounding lots and, in certain instances, may be limited to protect the view from another home or home site.

Acceptable building heights shall be determined by the CHARC based upon the specific property and will consider tree cover, neighboring homes and other factors associated with site compatibility. Homes shall not exceed two stories above the basement level and in no case shall exceed two and one half (2.5) stories above the highest natural grade of the site.

#### **H. DRIVEWAYS**

All drives or driveways must be carefully located for practicality and appearance. Steep slopes require long drives that should curve gently with the land's contours, meet the road at a safe angle and must be graded or trapped so that there is no water runoff from the driveway onto the road. Only one driveway entrance is permitted for each site. The use of circular driveways is discouraged; however, under certain circumstances where topography or other site challenges make a circular driveway the only access solution, multiple entrances will be considered. Approved driveway materials include asphalt, concrete and pavers. Most roads have side swales for drainage reasons, which means that drives require culverts under them



where they cross the swale. Culverts may be a drainage pipe, with 18-inch minimum diameter and 20-foot minimum lengths. Pipes shall have tapered end sections with minimal exposure or stone headwalls. Culvert pipes shall be bought and installed at the Owner's expense.

#### **I. VEHICLE STORAGE**

Vehicle storage is a required part of a single-family home at Champion Hills. It may take the form of an indoor garage or a partially open structure that screens vehicles without totally enclosing them. In all cases, vehicle storage must be covered, utilizing a technique that complements or matches the home. Whether the vehicle storage facility is joined to the home, semi-detached, or separate depends on access, circulation, and site preservation considerations. Designs for vehicle storage are to be submitted for review while the design for the home is submitted. Front loading garages are strongly discouraged but will be considered for approval if the topography or other site conditions create a hardship to doing otherwise. Under no circumstance may a garage be built for temporary lodging prior to or during construction of the home. The open parking or storage of RV's, boats and all-terrain vehicles is strictly prohibited.

#### **J. FENCING**

In Champion Hills the open feeling created by distant mountain views makes any fencing appear incongruent. Fencing as a property line barrier and/or delineation is strictly prohibited and fencing does not complement the sloping, wooded land commonly found throughout Champion Hills.

In some situations, fencing may be appropriate if erected in short sections for specific purposes such as screening utility and mechanical equipment, private patios, and entry courts, or to contain a swimming pool. All fencing submission requests, both new and replacement, should include a drawing showing the lot, the home, where the fencing will be located, the dimensions of the fence, the materials, patterns, and colors. Any fence request should include a fence with a maximum height of four (4) feet, be of an open-style, metal picket design and repeat colors used in the home. Native shrubs are typically required to obfuscate any approved above ground fence and must, at a minimum, match the height of the fence.

The use of underground, invisible electric fences is highly encouraged for containing pets. In certain circumstances the CHARC will review a request for above ground fencing for a small-scale pet area. The small-scale pet area should be located in an area that is not visible from the golf course, road, or neighboring properties.

#### **K. OTHER BUILDING STRUCTURES**

Pre-manufactured storage buildings are strictly prohibited at Champion Hills. Structures such as detached garages, gazebos, greenhouses, trellises, or pool cabanas are permitted but must satisfy the same design criteria as the residence. Lesser structures such as doghouses, recreation equipment, barbecues, trellises, etc. require review and approval by the CHARC.

## **L. LANDSCAPING & YARD FEATURES**

The most appropriate landscaping at Champion Hills is the vegetation already in existence. In fact, trees, native mountain laurel and natural rhododendrons must be accommodated whenever possible by the site plan. Also, trees, native mountain laurel and natural rhododendrons close to construction areas are to be protected to avoid damage.

A general landscaping plan must be submitted as part of the initial review process for the home. Within 90 days of the expected completion date of the home, a final landscape plan should be submitted to the CHARC for review and approval taking into consideration proper drainage and run-off either within an Owner's property or into existing streams and stream beds. In all cases, the landscaping must be installed as per the final approved plan within 60 days of the home's completion. Where extensive landscaping is necessary or desired, Owners should engage a licensed landscape architect. See **Appendix F** for specific requirements.

Requests for outdoor landscaping, decorations and yard art including, but not limited to, statues, exotic plants, artificial grass, or rocks must include elements that harmonize in design, color, texture and size with the natural surroundings and architecture. Such items may require screening if they can be seen from the golf course, road, or neighboring properties. The CHARC may require the removal of any such items that did not receive advance review and approval.

## **M. DRAINAGE/STORM WATER**

The POA has developed minimum standards for the design of stormwater systems for residential development within the Champion Hills community and these are found in **Appendix H**. Stormwater systems should be designed, constructed, and maintained so that adjacent properties are not unreasonably burdened with surface waters as a result of such construction. Storm water drainage plans must be prepared by a licensed Landscape Architect or a licensed Civil Engineer.

## **N. EXTERIOR LIGHTING**

To maintain the desired nighttime ambiance of Champion Hills, the standards for exterior lighting include the lighting being on only when needed, lighting only the area that needs it, and being no brighter than necessary. It is important that any exterior lighting not trespass onto neighboring properties, roadways, or community walkways. Therefore, use of Dark Sky compliant lighting fixtures is strongly recommended. An Owner's request for review and approval must include catalogue sheets or photographs that accurately depict the lighting. No lighting shall be installed prior to approval by the CHARC.

Dark Sky lighting fixtures direct the light downward to the immediate ground area and not upward or sideways. The following are ways for an Owner to achieve Dark Sky Lighting:

- Use of motion sensor lighting
- Use of lower lumen (see Exhibit C for a chart that shows lumens to watts)
- Pathway, driveway, and garden area lighting should direct the light to the ground.
- Use the International Dark Sky Association website ([www.darksky.org](http://www.darksky.org)) to select compliant fixtures.

Security, pedestrian, and vehicle circulation lighting shall be downcast, shielded or fully cut off lighting, meaning the light distribution at 90 degrees or greater is 0. Even at distribution below 90 degrees these luminaries may not trespass onto neighboring properties, roadways, or community walkways. Security lighting should be activated by a motion detector and be on a timer such that the lighting turns off no more than 10 minutes after the motion is detected. Additionally, security lighting may be activated by switch.

Exterior light fixtures mounted to the home for entry doors, garage doors, porches, decks, patios, and carriage ways must have a diffused light source such as a frosted or milk glass lens or a light fixture that hides the light source or light bulb. Canister type lights in soffits or wall mounted “down lights” are strongly preferred.

All exterior lighting should be on a timer and/or turned off no later than 11:00 pm. All motion detection lighting must be aimed downward to illuminate the immediate ground area and automatically turn off after no more than 10 minutes and be 65 watts or lower or an equivalent LED lamp.

Limited uplighting of an Owner’s landscape and/or portion of the home is permitted. Approval of such up lighting will be based on the location and amount of lighting as well as that lighting not exceeding 800 lumens.

Bright, harsh lighting of any kind, tall yard lights, high-intensity security lights, theatrical mood lighting, floodlighting, flickering lighting, or colored lighting are not permitted. Tasteful holiday lighting is permitted from November 15<sup>th</sup> through January 5<sup>th</sup> and does not require CHARC approval.

## **O. PHOTOVOLTAIC SOLAR ENERGY SYSTEMS**

Installation of a roof mounted photovoltaic solar energy device by an Owner on their home must be reviewed and approved by the CHARC. Solar device installation must comply with North Carolina state statutes. Owners must use licensed, insured, and reputable installers and are solely responsible for ensuring that all permits and licenses are obtained prior to installation. All federal, state, and local standards, statutes, and laws must be met. The CHARC assumes no liability for ensuring that regulatory requirements are met.

Only commercially or professionally made solar devices are allowed. Solar devices must possess a Solar Rating Certificate Corporation (SRCC) certification to assure quality standards are being met. “Homemade” devices are not permitted. The size of the solar array must be limited to that which provides usable energy generation for the home on which it is installed and is within the limits of the current net metering code.

The preferred location for installation is on the roof facing the rear of the property. Placement of solar devices on front-facing portion of the roof will be considered but can be rejected by the CHARC where another location is less visible and equally as functional. Ground mounted systems are not permitted. An Owner’s request must include a picture of the solar device with a drawing to scale showing the proposed location on the roof, a copy of the plat map or photographs showing how the Owner’s house relates to surrounding homes, and a

schematic showing how the solar device system components conform to the color of the roof shingles as closely as possible.

Owner's will ensure that all surfaces of all solar device system, whether painted or colored materials, are properly and timely maintained to prevent peeling and cracking of paint or loss of coloration or other deterioration to the point where the equipment becomes unsightly and/or incompatible with the aesthetic standards of the community. Visibility of solar devices and their components must be minimized from public view (street, neighboring lots, common areas, golf course, etc.), and may be required to be screened from neighboring property in a manner requested by the CHARC. Components running along the siding of the house must be painted to match the color of the house.

Solar devices must be installed flush to the roof with no more than a four-inch (4") rise in elevation above the roof. The entire array of devices shall be lower than the top ridge of the roof. No motorized, sun-tracking systems are permitted. Solar panels must be flat with no ridges, curves, or external piping. Separate approval must be obtained by the CHARC for any proposed tree removal or trimming.

**P. TELEVISION RELATED STRUCTURES**

Antennas, aerials, satellite dishes or other apparatus for the transmission or reception of television, radio, satellite, or other signals of any kind, that are completely contained within the dwelling structure so as to not be visible from the outside, do not require CHARC review and approval. Requests for an exterior location of such an apparatus should include a diagram of the lot and home showing where the apparatus will reside. Note that each lot is limited to one (1) such apparatus, measuring up to 1000 square inches and it should be located in the least visible position as viewed from the golf course, road, and neighboring properties. Mounting the apparatus on a pole may be allowed if no other reasonable alternative exists.

**Q. MAILBOXES**

All mailboxes, posts, home numbers, and delivery tubes shall be obtained from and installed by the POA. Typically, this occurs near the completion of the construction project. An Owner should coordinate directly with the POA. There is only one size mailbox that is offered, and no names shall appear on the mailbox or newspaper tube and no changes shall be made to its design or color. The POA, not the Owner, is responsible for normal wear and tear and painting the mailboxes on a regular basis as required.

**R. AWNINGS**

Requests for awnings will be reviewed and evaluated on a case-by-case basis taking into consideration location and visual impact from the golf course, roads, and neighboring properties. The color of the awning and its trim should be a solid color closely matching the color of the siding on the home or a muted stripe, which matches and blends in naturally with the home.

## **S. OUTDOOR FIREPLACES, FIRE PITS AND FUEL TANKS**

Fireplaces with chimneys, chimney caps and spark guards that are attached to a home or outbuilding or are free standing and permanent are allowed. It is preferred that such hardscape structures utilize propane or natural gas as fuel; however, appropriately designed and constructed wood burning structures may be acceptable.

Use of portable propane or natural gas Fire Tables or Fire Pits are allowed provided they meet and display the CSA and/or UL certification seal for safety and have a BTU heat output that does not exceed 100,000 for a Fire Table or 200,000 for a Fire Pit. Fire Tables should be located on an existing deck or patio attached to the home while Fire Pits must be on a patio attached to the home. Fire Tables and Fire Pits are not allowed to be freestanding in the yard.

The use of wood burning outdoor fire pits is strictly prohibited as is the open burning of wood, charcoal, paper, trash, etc.

Natural gas is available in Champion Hills through the local gas company. Each Owner has the option of choosing whether to use natural gas. Owners shall contract directly with the gas company. Gasoline or petroleum fuel tanks are strictly prohibited; however, Owners are allowed the use of propane tanks up to 40 pounds for use in barbecue grills and outdoor, portable heaters.

## **T. GENERATORS**

Residential grade generators are allowed within the Champion Hills community and must be installed by a licensed contractor. Generators should be located to minimize visibility from the golf course, road and neighboring homes and screening may be necessary using natural shrubs and/or a short privacy fence to further obfuscate the generator from view. If not included in the original approved design plans, an Owner should work with the CHARC before installing.

## **VI. ARCHITECTURAL REVIEW PROCESS**

Architectural control and design review for Champion Hills POA is handled by the CHARC. If an Owner elects to contract with an architect and/or designer (Design Professional) who is not included on the recommended list (see **Appendix C**), this Design Professional must be approved by the CHARC in advance of any project submittals. Design Professionals must submit, in digital format, portfolio materials, including working drawings and photographs, for 2 projects, at least 30 days in advance of any project submittal.

Some homes in Champion Hills were built prior to the existence of the current Architectural Criteria in the Guidelines. Therefore, some of these homes, in part, or in whole, do not conform to these Guidelines. Any non-conformance of previously built homes does not constitute a precedent or grounds for non-conformance in current applications to the CHARC.

Once an Application is submitted and the Application Fee has been paid, a CHARC Representative

is assigned to the project to facilitate in the CHARC Approval process.

The process with the CHARC includes the following steps:

**A. CONCEPT REVIEW**

The CHARC recommends a concept review meeting for new or existing Owners considering building within the Champion Hills community. This meeting is optional; however, it is made available to answer any questions from the Owner and/or any member of the Owner’s design and build team. This meeting is intended to help ensure that the basic home concepts being considered meet the intent of the Architectural Criteria of the Guidelines. The Concept Review is an effort to minimize the unnecessary use of time and resources on a concept that may not be approved by the CHARC. The CHARC is looking for a site-specific design, which takes advantage of the natural setting and compliments the existing community.

The Concept Review includes the following:

- Owner(s) Name: \_\_\_\_\_
- Lot #: \_\_\_\_\_
- Architect/Design Firm: \_\_\_\_\_
- Builder (if selected): \_\_\_\_\_

Owner’s and/or their architect should come to the Concept Review meeting with two (2) copies of a basic design concept that shows the following:

- The approximate home location on the lot.
- The proposed driveway location and garage door orientation.
- A sketch and/or examples indicating the style of the architecture that is planned for the home.

**B. PRELIMINARY APPLICATION**

Prior to the preparation of final construction drawings, it is required that the Owner or architect submit a Preliminary Application (see **Appendix F** for requirements) and meet with the CHARC at one of their regular monthly meetings. This is an optional step; however, it is strongly recommended as a means to visually communicate conceptual ideas and plans and should greatly simplify the Final Application review process.

The application fee pursuant to **Appendix A & Appendix F** is due with the submission of the Preliminary Application.

At the conclusion of the Preliminary Application meeting, the CHARC will communicate one of the following decisions:

1. Acceptance of the design in principle with permission granted to proceed to the Final Application at which meeting the CHARC will only review details, colors, samples and any departures from the concepts and plans included in the Preliminary Application.

2. Rejection of certain elements of the design with specific suggestions for further study and evaluation that should help resolve any design deficiencies.

Designs and plans that have been rejected should be modified to conform to the Architectural Criteria in these Guidelines and resubmitted as an amended Preliminary Application.

### **C. FINAL APPLICATION**

Final Applications that do not substantially satisfy the checklist requirements (see **Appendix F**) will **not** be reviewed until all required information is available. The Owner or the Owner's representative should make the final application submittal at least 10 days in advance of the standing monthly meeting of the CHARC. The Owner, their builder, and their architect or professional designer must attend that CHARC meeting in person at which time the Final Application be reviewed and either approved, approved subject to curing specific open/missing items or rejected.

The application fee pursuant to **Appendix A & Appendix F** is due with the submission of the Final Application, if not previously paid with the submission of the Preliminary Application.

### **D. CHARC APPROVAL TO COMMENCE CONSTRUCTION**

When the Final Application has been approved, the compliance deposit has been received, the Agreement to Comply has been signed, and the sewer connection and road maintenance fees have been paid, the CHARC will issue written permission to proceed with staking and marking of the construction site. Field staking and marking for the construction site includes the clearing limits, the actual home location, and trees to be removed. All trees in excess of 8 inches in diameter within the clearing limit boundary should be clearly marked with the same color ribbons tied around the trunks of the trees. Trees within the lot boundary under 8 inches are not required to be marked. Trees in excess of 8 inches in diameter along or near the clearing boundary that are to be preserved should be clearly marked using a different color ribbon. Any tree, regardless of size, requesting to be removed that is within any of the required setbacks must be clearly marked and requires specific advance, written approval from the CHARC. Additional advance written approvals may be required from neighboring property owners and/or the Champion Hills Golf Club (for lots adjacent to the golf course). No clear-cut tree removal is permitted beyond the staked construction site. Selective thinning/trimming to improve views is possible but only with prior, written CHARC review and approval. Fines may be imposed and/or specific landscaping restoration required for any unapproved tree removal/trimming.

A member of the CHARC will verify that the field staking and marking is in accordance with the approved site plan, and upon completion of this review will cause the POA to provide a letter to the Henderson County Health Department authorizing the Owner to connect to the sewer system. The Henderson County Inspection Department will not issue a building permit until this letter is received.

## **E. SITE REGULATIONS**

For site protection, the following guidelines shall be followed:

Construction of the residence must begin within twelve (12) months after approval of the Final Application. Site clearing shall not begin earlier than thirty (30) days prior to the commencement of construction. Erosion control measures must be installed immediately after any clearing of vegetation.

Where grading, construction, and site access activities create unavoidable disturbance, landscape design shall include the restoration of such areas to their former vegetative state. Under no circumstances will disturbed soil be allowed to remain exposed or eroding. An approved landscaping plan must be in place no later than sixty (60) prior to the completion of construction of the home.

During construction of the home, burying any trees, shrubs, debris, or large rocks on the property or within the foundation of the home is strictly prohibited.

During construction, all debris must be stored in a dumpster at the construction site. No material debris or refuse may be placed on neighboring properties or POA common areas or left on the property ground of the construction site. Violations of this policy may result in a fine being levied against the building contractor.

## **F. PERIODIC INSPECTIONS DURING CONSTRUCTION**

After construction has commenced, the CHARC by way of its designated representative will conduct periodic (scheduled and unscheduled) inspections of the site to ensure that there is compliance with the approved plans.

Due to past construction site issues, erosion control is given significant scrutiny and monitoring throughout the construction process. Silt fencing must be installed along the limits of the proposed construction area to prevent run-off of silt and debris onto adjacent lots, POA common areas, and roads. Silt fencing should be properly trenched to eight (8) inches in depth and backfilled. All erosion control for the building site is the responsibility of the lot Owner and their contractors. If during the construction process there is erosion onto an adjacent property, it shall be immediately repaired by the lot Owner or their contractors at their sole expense. The silt fencing cannot be removed until the final stage of landscaping.

Additionally, these inspections will verify that building material waste, debris and litter are contained in an approved dumpster; a portable toilet is present; the proper provision of off-street parking for workers' vehicles, and that the Rules and Regulations for Contractors and Service Personnel (**Appendix I**) are being adhered to.

## **G. CHANGES DURING CONSTRUCTION**

If plans for the exterior of any approved construction project change or are modified during the construction process, those changes must be submitted to and approved by the CHARC prior to implementation.



Additionally, for any subsequent tree removal or tree trimming requests during the construction process, the CHARC representative or the POA Director of Grounds and Maintenance must review and approve the work, in writing, prior to the removal of any tree(s). Requests for authorization to remove trees that are not on the Owner's property must be accompanied by written permission from the owner of the property on which the trees are located. For safety or aesthetic reasons, the CHARC may require tree stumps to be removed or cut flush to ground level and/or treated chemically to limit future growth. Additionally, all trees, tree branches, bush and shrub material resulting from trimming, limb removal or total removal must be removed from the site, unless otherwise approved in writing by the CHARC. Violations of this tree removal policy may be subject to disciplinary proceedings and penalties.

#### **H. COMPLETION DEADLINE**

Construction should be completed within 18 months of the actual commencement of construction. If this is not possible, the Owner may appeal to the CHARC for an extension. The POA Board reserves the right to impose sanctions including, but not limited to, fines for failure to complete construction within the 18-month period.

#### **I. FINAL INSPECTION AND RETURN OF COMPLIANCE DEPOSIT**

Upon 100% completion of the home, sitework and landscaping, the Owner will notify the CHARC and formally request a compliance inspection.

The following items will be inspected: home design and colors per plan; landscape and driveway completed per plan; proper drainage; roof vents and chimney caps painted; restoration of roadsides with sod in front of the home and other adjacent areas damaged by construction activity; construction debris removed and any damage to adjacent properties remediated; POA roads and drainage features, repaired.

If the final inspection is acceptable, then the full compliance deposit, or some lesser remaining amount if there have been fines, penalties, or other necessary work performed during construction using deposited funds, will be returned within 30 days to the party from which they were originally received.

### **VII. UTILITIES**

#### **A. WATER**

The city of Hendersonville has extended its water service to Champion Hills. Owners shall contact the water department directly for service to their home site. No individual wells may be drilled on any site. The cost of connecting water service from the road to the home shall be borne by the Owner.

#### **B. SANITARY SEWER**

Champion Hills is served by a private sewer system, owned, and operated by the POA. With the exception indicated below, all sites will connect to the private sewer system. The monthly

operating fee for the sewer system will be charged for each new construction starting when the water meter is installed and connected. Where sewer service is not currently available, septic tanks may be installed as a temporary solution until sewer service is extended to the site. There are a few sites not designated for sewer service and these must be served by alternate means, the cost of which is to be borne by the Owner. For connections to the private sewer system, a sewer connection charge is payable to the POA prior to the start of construction.

**C. ELECTRICITY AND TELEPHONE**

Before construction is commenced, the Owner or Owner's contractor should notify Duke Energy (800-777-9898) and AT&T (844-723-0252). Both of these utility companies will schedule underground service. Application for the services should be made directly to each utility company.

**D. NATURAL GAS**

Natural gas is available in Champion Hills through Dominion Energy North Carolina. Each Owner has the option of choosing whether or not to use natural gas. Before construction is commenced the Owner should contact the gas company directly by calling 877-776-2427.

**VIII. CODES**

All construction must comply with any and all state and/or local building codes, including but not limited to, fire codes, electric codes, and plumbing codes. Compliance is the responsibility of the Owner and the Owner's contractors, and they shall be responsible for obtaining permits and approvals. CHARC approval and inspections are separate and independent of government inspections.

## APPENDIX A – FEE SCHEDULE

Fee	New Home	Modification/Addition <sup>4</sup>	Maintenance <sup>5</sup>
<b>Application Fee<sup>1</sup></b>	<b>\$2,000</b>	<b>\$1,000</b>	<b>N/A</b>
<b>Owner Compliance Deposit<sup>2</sup></b>	<b>\$4,000</b>	<b>\$1,000</b>	<b>TBD</b>
<b>Sewer Tap Fee<sup>3</sup></b>	<b>\$5,000</b>	<b>N/A</b>	<b>N/A</b>
<b>Road &amp; Roadside Maintenance Fee<sup>3</sup></b>	<b>\$4,000</b>	<b>\$1,500</b>	<b>N/A</b>
<b>Builder Performance Deposit<sup>3</sup></b>	<b>\$10,000</b>	<b>\$1,000</b>	<b>TBD</b>

1. Application Fee is due at the time the application is submitted.
2. Compliance Deposit is due prior to the start of construction.
3. Builder Deposit is due prior to the start of construction.
4. These Fees apply if the exterior of the home is being modified or expanded. Fees for any minor exterior work, if any, are at the discretion of the CHARC.
5. Exterior maintenance work that must be submitted to the CHARC for approval includes paint color; window or door style and color; roof type and color; deck and/or railing style and color; paver color; and gutter/downspout color. The Compliance Deposit or Builder Deposit, if any, are at the discretion of the CHARC based on the scope of work.

Individual checks are needed for each item, made out to “Champion Hills POA”.

*NOTE: the POA Board reserves the right to modify fees at any time.*

**APPENDIX B - SOURCES OF FURTHER INFORMATION**

<b>A. PLAN REVIEW:</b>	Champion Hills POA Architectural Review Committee 1 Hagen Drive Hendersonville, NC 28739 Phone: 828-696-1962
<b>B. BUILDING PERMIT:</b>	Henderson County Inspections Department 101 E. Allen Street Hendersonville, NC 28792 Phone: 828-697-4830
<b>C. SEWER:</b>	Champion Hills POA 1 Hagen Drive Hendersonville, NC 28739 Phone: 828-696-0928
<b>D. WATER:</b>	City of Hendersonville Water Department 318 4th Avenue East P.O. Box 1760 Hendersonville, NC 28793 Phone 828-697-3052
<b>E. ELECTRICITY:</b>	Duke Power Company 165 Coolridge Street Hendersonville, NC 28793 Phone 800-777-9898
<b>F. TELEPHONE:</b>	AT&T 79 Woodfin Place Asheville, NC 28801 Phone: 800-767-2355
<b>G. NATURAL GAS:</b>	Public Service Company 130 Main Street Hendersonville, NC 28739 Phone: 877-776-2427
<b>H. CABLE TV/INTERNET:</b>	Optimum 719 South Grove Street Hendersonville, NC 28739 Phone: 866-950-3278  AT&T 79 Woodfin Place Asheville, NC 28801 Phone: 800-767-2355
<b>I. REFUSE REMOVAL:</b>	McMinn Waste Removal 191 Liberty Drive Horseshoe, NC 28742 Phone: 828-890-8151

**APPENDIX C –**  
**ARCHITECT & PROFESSIONAL DESIGNER LISTING**

**Architectural Practice**

Conway Dameron  
56 College Street, Suite #202  
Asheville, NC 28801  
828-258-9118  
[www.thearchitecturalpractice.com](http://www.thearchitecturalpractice.com)

**Alice F. Dodson, AIA** 45 Lula  
Cove Road Weaverville, NC  
28787  
828-645-9323  
[www.alicedodsonarchitect.com](http://www.alicedodsonarchitect.com)

**Platt Architecture** 33  
West Main Street Brevard,  
NC 28712  
828-884-2393  
[www.plattarchitecture.com](http://www.plattarchitecture.com)

**Samsel Architects**  
60 Biltmore Avenue, Suite 240  
Asheville, NC 28801-3643  
828-253-1124  
[www.samselarchitects.com](http://www.samselarchitects.com)

**Miller Graves**  
89 Caledonia Road  
Asheville, NC 28803  
828-367-9667  
[millergraves@gmail.com](mailto:millergraves@gmail.com)

**Home Design by  
Houston Hammond, Inc.**  
22 Weston Heights Drive  
Asheville, NC 28803  
O-(828)505-7565  
M-(828)231-7781  
[www.ashevillecustomhome.com](http://www.ashevillecustomhome.com)  
[houston@ashevillecustomhome.com](mailto:houston@ashevillecustomhome.com)

**Ken Gaylord Architects**

Ken Gaylord  
6 Colonial Place, Suite 10  
Asheville, NC 28804  
828-692-4550  
[www.kengaylord.com](http://www.kengaylord.com)

**ACM Design PA**  
Architecture & Interiors  
103 Underwood Road, Suite F  
Fletcher, NC 28732  
828-684-9884  
[www.acmdesignarchitects.com](http://www.acmdesignarchitects.com)

**Petri Architecture**  
P.O. Box 550  
Fletcher, NC 28704  
828-699-2449  
[www.petriarchitecture.com](http://www.petriarchitecture.com)

**Shamburger Design Studio**  
421 5<sup>th</sup> Avenue West  
Hendersonville, NC 28739-4201  
828-694-0737  
[www.sham](http://www.sham)

**Raymond W. Smith  
Residential Designer, Inc.**  
1509 Kentmere Lane  
Asheville NC 28803  
Phone: 828-216-3936

## **APPENDIX D – BUILDER LISTING**

### **Aspen Builders**

Matt Holloway  
P.O. Box 246  
Horseshoe, NC 28742  
Phone: 828-890-3358  
[www.aspen-builders.com](http://www.aspen-builders.com)

### **Black Hawk Construction**

Ken Gaylord  
109 South Main Street  
Hendersonville, NC 28792  
Phone: 828-692-4550  
Mobile: 828-243-4915  
[www.kengaylord.com](http://www.kengaylord.com)

### **Bluestone Construction**

Kevin Reed  
1421 Solomon Circle  
Hendersonville, NC 28739  
Phone: 828-693-4484  
Mobile: 828-290-9899  
[www.bluestoneconstruction.com](http://www.bluestoneconstruction.com)

### **Buchanan Construction**

Rick Buchanan  
44 Buck Shoals Road, Suite B-7  
Arden, NC 28794  
Phone: 828-650-6565  
[www.buchananconstruction.com](http://www.buchananconstruction.com)

### **Heatherly Construction**

Butch Heatherly  
284 Shady Creek Lane  
Hendersonville, NC 28739  
Phone: 828-697-9221  
Mobile: 828-243-1190  
[www.heatherlyconstruction.com](http://www.heatherlyconstruction.com)

### **Jeffrey F Jones Builders**

Jeffrey Jones  
203 Millard J Drive  
Hendersonville, NC 28739  
Phone: 828-388-1692  
[jeffreyfjonesbuilders@gmail.com](mailto:jeffreyfjonesbuilders@gmail.com)

### **Paul Taylor Jr. Construction**

Paul Taylor  
P.O. Box 626  
Hendersonville, NC 28703  
Phone: 828-696-5421

### **Tinsley Construction**

Scott Tinsley  
P.O. Box 6218  
Hendersonville, NC 28793  
Phone: 828-698-7500  
Mobile: 828-388-2110

### **Wilkie Construction**

Ken Wilkie  
231 South Rugby Road  
Hendersonville, NC 28791  
Phone: 828-891-3690

### **Boxwood Homes**

Toby Logel  
5475 Old Haywood Road  
Mills River, NC 28759  
Phone: 864-921-8082  
[www.boxwoodhomescarolinas.com](http://www.boxwoodhomescarolinas.com)

### **Kilpatrick & Company**

Steve Kilpatrick  
276 Sky Lake Drive  
Hendersonville, NC 28739  
Phone: 828-891-1791  
[www.kilpatrickcustomhomes.com](http://www.kilpatrickcustomhomes.com)

## **APPENDIX E – COMPLIANCE AGREEMENT**

Type (check one):                     New Construction     Remodel

Prior to the start of construction, and as a condition of final design review approval, the following information is required to be on file with the Champion Hills POA:

Lot #:		Final Approval Letter Date:	
Owner Name:		Construction Start Date:	
Builder:		Estimated Completion Date:	

- Provide a schedule indicating the completion dates of major trades and activities during construction, which should be within eighteen months or less after commencing construction thereof, unless otherwise approved in writing.
- Provide proof of insurance naming Champion Hills POA as an additional insured. The insurance form must be submitted with this form and shall be in place prior to the commencement of any construction.

As Owner of the lot/residence and as Builder for the construction work, we agree to abide by:

1. All conditions of the Champion Hills Construction and Design Guidelines.
2. The Schedule of Fees (see Appendix A) which shall be paid prior to the start of construction.
3. All conditions of the Champion Hills POA Rules and Regulations
4. All Henderson County Building Department Rules and Regulations

\_\_\_\_\_  
Owner's Signature Date

\_\_\_\_\_  
Builder's Signature Date

Return to:    Champion Hills Architectural Review Committee  
                  1 Hagen Drive  
                  Hendersonville, NC 28739

**APPENDIX F – NEW CONSTRUCTION APPLICATION**

Lot No.: \_\_\_\_\_

Street Address of Construction: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Owner Current Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Computing Lot Coverage

Heated Area

Area Covered by All Structures: \_\_\_\_\_ SqFt

Main Floor Area: \_\_\_\_\_ SqFt

Total Area of Lot: \_\_\_\_\_ SqFt

2<sup>nd</sup> Floor Area: \_\_\_\_\_ SqFt

All Structures ÷ Total Lot = \_\_\_\_\_% Lot Coverage

Lower Floor Area: \_\_\_\_\_ SqFt

Total Floor Area: \_\_\_\_\_ SqFt

**ALL FEES\*\* ARE DUE BEFORE ANY ACTIVITY ON THE SITE CAN START.**

APPLICATION FEE (\$2,000).	<input type="checkbox"/>	RECEIVED	_____
			Date
OWNER COMPLIANCE DEPOSIT (\$4,000)	<input type="checkbox"/>	RECEIVED	_____
			Date
SEWER TAP FEE (\$5,000)	<input type="checkbox"/>	RECEIVED	_____
			Date
ROAD & ROADSIDE MAINTENANCE FEE (\$4,000)	<input type="checkbox"/>	RECEIVED	_____
			Date
CONTRACTOR DEPOSIT (\$10,000)	<input type="checkbox"/>	RECEIVED	_____
			Date
SIGNED AGREEMENT TO COMPLY (APPENDIX E)	<input type="checkbox"/>	RECEIVED	_____
			Date

**\*\* individual checks are needed for each item; make them out to: "Champion Hills POA"**

*POA Use Only:*  
Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_



**APPENDIX F – NEW CONSTRUCTION APPLICATION, cont.**

Prior to the preparation and submission of full construction drawings for review and approval, the CHARC requires that the Owner’s architect or design professional submit a **PRELIMINARY PLAN** along with exterior sketches, using CAD or freehand, to illustrate the overall design. A minimum of two (2) sketches is required: the front view from the street and a rear view. The sketches should show the building massing, materials, finishes, fenestrations, color palette and any special design feature the architect or design professional wishes to highlight. See examples:



EXAMPLE 1, COLOR SKETCH PERSPECTIVE ( ILLUSTRATING OVERALL BUILDING MASSING, MATERIALS, TEXTURE, COLOR PALETTE, CONCEPT LANDSCAPE )



EXAMPLE 2 - COLOR SKETCH PERSPECTIVE ( ILLUSTRATING OVERALL BUILDING MASSING, MATERIALS, TEXTURE, COLOR PALETTE, CONCEPT LANDSCAPE )



Submission of, and the CHARC's comments on, Preliminary Plans has been shown to avoid significant issues and delays in getting through the final review process.

## APPENDIX F – NEW CONSTRUCTION APPLICATION, cont.

In addition to the sketches, a **Preliminary Plan**, if submitted, should include two (2) physical sets of drawings (24"x36") and a .pdf file that cover the following elements:

### Floor Plan & Exterior Elevation Requirements

1. ¼" = 1'0" scale Professionally drawn Floor Plans for all floors, indicating:
  - Room names
  - Overall dimensions
  - Square footage of conditioned spaces and other roofed area
  
2. ¼" = 1'0" scale Professionally drawn Exterior Elevations, indicating:
  - Exterior windows and doors
  - Accurate finish grades and roof height above main level finished floor elevation
  - Exterior materials (siding, stone, stucco, etc.)
  - Exterior electrical lighting fixture

### Locations Site Plan Requirements

- Professionally drawn topography survey by a registered surveyor (minimum scale: 1" = 20'), specifying Owner's name, lot number and street name. The topography survey must also show the following:
- a.  Property lines, easements and building setback lines.
  - b.  Home location.
  - c.  Existing trees over 8" diameter (specifying size and species), all mountain laurel and natural rhododendrons. This should be done for the entire property. All trees, laurel and rhododendrons to be removed for the home, driveway, cart path and utilities routing must be identified on the plan and marked with ribbons on the site. The ARC Representative must be notified to approve all removals on site before any removals take place.
  - d.  Existing and proposed contours at 2' elevations.
  - e.  Finished floor elevations.
  - f.  All site improvements and accessories (e.g., walks, driveway, parking, etc.), and specifying their proposed materials.
  - g.  Layout dimensions and elevations of driveway width, width of sidewalks and parking.
  - h.  Erosion control measures (e.g., silt fence locations, etc.)
  - i.  Culvert location and headwall material.
  - j.  Identify sewer tap location.

**APPENDIX F – NEW CONSTRUCTION APPLICATION, cont.**

**FINAL APPLICATION SUBMITTAL CHECKLIST**

*Please note that final applications that do not substantially satisfy this Checklist will not be reviewed until all such required information is available. The Owner or the Owner’s representative will make the final application submission in person to the CHARC or a representative of the CHARC. This Final Application Submittal Checklist will be reviewed at that time.*

**General Requirements:**

A completed Final Application shall include the following:

1.  Two (2) sets, (24” x 36”) plus an electronic copy in .pdf format, of professionally drawn construction plans and specifications. Lot number, Owner’s name, street address, architect or designer and date shall identify each drawing sheet.
  
2.  Names, brands, descriptions, and/or samples of proposed exterior material. Samples are required when materials cannot be reasonably described otherwise, and samples must always be included for roofing, siding, and paint colors. An onsite mockup of paint colors is required that clearly indicates siding, trim, doors, foundation and decking (if applicable).

	<b>MATERIAL</b>	<b>COLOR</b>	<b>MANUFACTURER</b>
<b>Roof</b>			
<b>Siding</b>			
<b>Shutters</b>			
<b>Gutters/Downspouts</b>			
<b>Garage/Cart Door</b>			
<b>Front Door</b>			
<b>Windows</b>			
<b>Foundation</b>			
<b>Decking/Railing</b>			
<b>Chimney(s)</b>			
<b>Driveway</b>			

**Floor Plan Requirements:**

1. 1/4” = 1’0” scale Professionally drawn Floor Plans for all floors, indicating:
  - Updates to the Preliminary Submission, if one was made
  - Structural and electrical drawings
  - Method of screening utility connections, exterior HVAC equipment and garbage collection areas.

2. ¼" = 1'0" scale Professionally drawn Exterior Elevations, indicating:
  - Updates to the Preliminary Submission, if one was made.
  - Exterior elevations of all sides accurately depict grades and exterior materials.

**APPENDIX F – NEW CONSTRUCTION APPLICATION, cont.**

3. 3/4" = 1'0" scale Professionally drawn Wall Section/Details, indicating:
  - Typical wall section from footing to roof.
  - Typical handrail detail (show pictures or examples)
  - Roof, balcony/deck, architectural framing details
4. Additional details at appropriate scale, indicating:
  - Window and door trim details, showing head, jamb and sills.
  - Window shutters and gable vent details.
  - Chimneys and chimney caps.
5. A 3D color rendering (preferred) or as a minimum, 2D rendering of the elevations, illustrating the actual materials and colors.
6. Final Grading & Drainage Plan:

A **Licensed Landscape Architect or a Civil Engineer** licensed in the state of North Carolina shall be engaged to submit a Drainage Plan for the site depicting the proposed residence and its ancillary structures such as patios, driveways, retaining walls overlaid onto an existing topographic survey. This plan shall also depict the proposed contours and any necessary drainage structures to handle the existing runoff that is currently draining onto the property from adjacent lots as well as the increased runoff from the new home. This plan shall show the dispersion of the runoff how the proposed grading and drainage facilities will utilize storm water detention concepts as a method of minimizing the impact of the new construction.

The Drainage Plan (minimum scale: 1/8" = 1'0") shall clearly show drainage structures and surface water drainage management, including points of discharge. Under no circumstances may the natural flow of water be artificially concentrated to create erosion or additional flow onto adjacent lots.

**Site Plan Requirements:**

- Professionally drawn topography survey by a registered surveyor (minimum scale: 1" = 20'), specifying Owner's name, lot number and street name. The topography survey must also show the following:
  - a.  Property lines, easements and building setback lines.
  - b.  Home location.
  - c.  Existing trees over 8" diameter (specifying size and species), all mountain laurel and natural rhododendrons. This should be done for the entire property. All trees, laurel and rhododendrons to be removed for the home, driveway, cart path and utilities routing must be identified on the plan and marked with ribbons on the site. The ARC Representative must be notified to approve all removals on site before any removals take place.
  - d.  Existing and proposed contours at 2' elevations.
  - e.  Finished floor elevations.

- f. All site improvements and accessories (e.g., walks, driveway, parking, etc.), and specifying their proposed materials.
- g.  Layout dimensions and elevations of driveway width, width of sidewalks and parking.
- h.  Erosion control measures (e.g., silt fence locations, etc.)
- i.  Culvert location and headwall material.
- j.  Identify sewer tap location.

**Landscape Plan Requirements:**

The Landscape Plan may be submitted after construction has begun and must be received no later than 90 days prior to completion of the home.

- 1.  Two (2) sets, (24"x36") plus an electronic copy in .pdf format, of professionally drawn plans (minimum scale: 1" = 20') specifying Owner's name, lot number and street name. Plans must also show the following:
  - a.  Property lines, easements, and setbacks
  - b.  Home location.
  - c.  Existing trees over 8" diameter, plus mountain laurel, natural rhododendrons, woodland edges, and any additional trees, mountain laurel and natural rhododendrons to be removed.
  - d.  Existing and proposed contours at 2' elevations (or overlay on site plan).
  - e.  All site improvements and accessories (walks, driveway, parking, lighting, etc.).
  - f.  **LOCATION, SIZE, QUANTITY** and **SPECIES** of all proposed plant materials.
  - g.  All lawn areas, plant beds, and areas to remain natural.

OWNER NAME: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT OR DESIGNER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

LANDSCAPE ARCHITECT OR DESIGNER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

*POA Use Only:*

*Date Application Received:* \_\_\_\_\_ *By:* \_\_\_\_\_



**APPENDIX G – EXTERIOR MODIFICATION/ADDITION APPLICATION**

Lot No.: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Description of proposed modification/addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Computing Lot Coverage

Area of Addition: \_\_\_\_\_ SqFt

Area Covered by Prior Structures: \_\_\_\_\_ SqFt

Total Area of Lot: \_\_\_\_\_ SqFt

(Addition + Prior Structures) ÷ Total Lot = \_\_\_\_\_ % Lot Coverage

**ALL FEES\*\* ARE DUE BEFORE ANY ACTIVITY ON THE SITE CAN START.**

APPLICATION FEE (\$1,000).	<input type="checkbox"/> RECEIVED _____
	Date
OWNER COMPLIANCE DEPOSIT (\$1,000)	<input type="checkbox"/> RECEIVED _____
	Date
ROAD & ROAD SIDE MAINTENANCE FEE (\$1,500)	<input type="checkbox"/> RECEIVED _____
	Date
CONTRACTOR BOND (up to \$1,000)	<input type="checkbox"/> RECEIVED _____
	Date

**\*\* individual checks are needed for each item; make them out to: “Champion Hills POA”**

*POA Use Only:*

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_

**APPENDIX G – EXTERIOR MODIFICATION/ADDITION APPLICATION, cont.**

**APPLICATION SUBMITTAL CHECKLIST**

*Please note that applications that do not substantially satisfy this Checklist will not be reviewed until all required information is available. The Owner or the Owner’s representative should will make the application submission in person to the CHARC or a representative of the CHARC. This Application Submittal Checklist will be reviewed at that time.*

**General Requirements:**

Completed Application shall include the following:

1.  One (1) set (24”x36”), plus an electronic copy in .pdf format, of professionally drawn construction plans and specifications. Lot number, Owner’s name, street address, architect or designer and date shall identify each drawing sheet.
  
2.  Names, brands, descriptions, and/or samples of proposed exterior material. Samples are required when materials cannot be reasonably described otherwise, and samples must always be included for roofing, siding, and paint colors. An onsite mockup of paint colors normally required clearing indicating siding, trim, doors, foundation and decking (if applicable).

	MATERIAL	COLOR	MANUFACTURER
<b>Roof</b>			
<b>Siding</b>			
<b>Shutters</b>			
<b>Gutters/Downspouts</b>			
<b>Garage/Cart Door</b>			
<b>Front Door</b>			
<b>Windows</b>			
<b>Foundation</b>			
<b>Decking/Railing</b>			
<b>Chimney(s)</b>			
<b>Driveway</b>			

Note: depending on the extent of the modification/addition, the CHARC may require drawings showing wall section and additional architectural details to properly evaluate the construction.

**Floor Plan Requirements:**

1. ¼” = 1’0” scale Professionally drawn Floor Plans for all floors, indicating:
  - Updates to the Preliminary Submission, if one was made
  - Structural and electrical drawings
  - Method of screening utility connections, exterior HVAC equipment and garbage collection areas.

## **APPENDIX G – EXTERIOR MODIFICATION/ADDITION APPLICATION, cont.**

2. ¼" = 1'0" scale Professionally drawn Exterior Elevations, indicating:
- Updates to the Preliminary Submission, if one was made
  - Exterior elevations of all sides accurately depict grades and exterior materials.

### **Site Plan Requirements:**

- Professionally drawn topography survey by a registered surveyor (minimum scale: 1" = 20'), specifying Owner's name, lot number and street name. The topography survey must also show the following:
- Property lines, easements and building setback lines.
  - Home location.
  - Existing trees over 8" diameter (specifying size and species), all mountain laurel and natural rhododendrons. This should be done for the entire property. All trees, laurel and rhododendrons to be removed for the home, driveway, cart path and utilities routing must be identified on the plan and marked with ribbons on the site. The CHARC Representative must be notified to approve all removals on site before any removals take place.
  - Existing and proposed contours at 2' elevations.
  - Finished floor elevations.
  - All site improvements and accessories (e.g., walks, driveway, parking, etc.), and specifying their proposed materials.
  - Layout dimensions and elevations of driveway width, width of sidewalks and parking.
  - Erosion control measures (e.g., silt fence locations, etc.)
  - Drainage structures and surface water drainage management, including points of discharge. Under no circumstances may the natural flow of water be artificially concentrated to create erosion or additional flow on adjoining property

### **Landscape Plan Requirements:**

To be submitted only if applicable.

- Two (2) sets (24"x36"), plus an electronic copy in .pdf format, of professionally drawn plans (minimum scale: 1" = 20') specifying Owner's name, lot number and street name. Plans must also show the following:
  - Property lines, easements, and setbacks
  - Home location.
  - Existing trees over 8" diameter, plus mountain laurel, natural rhododendrons, woodland edges, and any additional trees, mountain laurel and natural rhododendrons to be removed.
  - Existing and proposed contours at 2' elevations (or overlay on site plan).
  - All site improvements and accessories (walks, driveway, parking, lighting, etc.).
  - LOCATION, SIZE, QUANTITY and SPECIES** of all proposed plant materials.
  - All lawn areas, plant beds, and areas to remain natural.

**APPENDIX G – EXTERIOR MODIFICATION/ADDITION APPLICATION, cont.**

OWNER NAME: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT OR DESIGNER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

LANDSCAPE ARCHITECT OR DESIGNER: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email address: \_\_\_\_\_

*POA Use Only:*

*Date Application Received:* \_\_\_\_\_ *By:* \_\_\_\_\_

## APPENDIX H- DRAINAGE/ STORMWATER

### TABLE OF CONTENTS

- **Definitions**
- **Purpose**
- **Recommendations**
- **Hydrology**
- **Hydraulics**
- **Exhibit 1 - Recommended Residential Stormwater Sizing Chart**
- **Exhibit 2 - Recommended Maximum Allowable Design Velocities Chart**

### DEFINITIONS

**Applicant.** An owner or developer of a site who executes or develops a stormwater plan pursuant to Champion Hills POA Recommended Stormwater Guidelines.

**Built-Upon Area.** That portion of a development project that is covered by impervious or partially impervious surface including, but not limited to, buildings; pavement and gravel areas such as roads, parking lots, and paths; and recreation facilities such as tennis courts. "Built-upon area" does not include a wooden slatted deck, the water area of a swimming pool, or pervious or partially pervious paving material to the extent that the paving material absorbs water or allows water to infiltrate through the paving material.

**Design Professional.** A professional civil engineer or landscape architect who prepares the Stormwater Plan for the person or agent engaged in land-disturbing activity.

**Detain.** To store and slowly release stormwater runoff following precipitation by means of a surface depression or tank and an outlet structure.

**Development.** Any land disturbing activity which adds to or changes the amount of impervious or partially pervious cover on a land area or which otherwise decreases the infiltration of precipitation into the soil, other than a rebuilding activity that does not qualify as redevelopment.

**Ditch.** "Ditch or canal" means a man-made channel other than a modified natural stream constructed for drainage purposes that is typically dug through inter-stream divide areas.

**Drainage structures.** Should include swales, channels, storm sewers, curb inlets, yard inlets, culverts, and other structures designed or used to convey stormwater.

**Driveway/Entryway.** An area used for ingress or egress of vehicles and allowing access from a traveled way onto a property.

**Energy Dissipater.** A structure or a shaped channel section with mechanical armoring placed at the outlet of pipes or conduits to receive and break down the energy from high velocity flow.

**Ground Cover.** Any natural vegetative growth or other material which renders the soil surface stable against accelerated erosion.

**Impervious surface.** Any surface that, in whole or in part, restricts or prevents the natural absorption of water into the ground. Such surfaces may include, but are not limited to, gravel, concrete, asphalt or other paving material, and all areas covered by the footprint of buildings or structures.

**Non-Erosive Velocity.** Means the flow rate of water, usually measured in feet per second, that does not exceed the maximum permissible velocity for the condition and type of soil and groundcover over which the water is flowing. Erosion occurs when the maximum permissible velocity is exceeded. See Appendix B for recommended maximum allowable design velocities.

**Two-year, 24-hour storm.** The surface runoff resulting from a 24-hour rainfall of an intensity expected to be equaled or exceeded, on average, once in 2 years and with a duration of 24-hours.

**Ten-year, 24-hour storm.** The surface runoff resulting from a 24-hour rainfall of an intensity expected to be equaled or exceeded, on average, once in 10 years and with a duration of 24-hours.

**Redevelopment.** For the purposes of this stormwater guideline, redevelopment is considered adding increased square footage to an existing dwelling that is contained under a roof.

**Stormwater.** Any surface flow, runoff, and drainage consisting entirely of water from rainfall events.

**Stormwater Runoff.** The surface flow of water resulting from precipitation in any form and occurring immediately after rainfall or melting.

**Velocity.** The average velocity of flow through the cross section of the main channel at the peak flow of the storm of interest. The cross section of the main channel should be that area defined by the geometry of the channel plus the area of flow below the flood height defined by vertical lines at the main channel banks.

## **PURPOSE**

The purpose of the Champion Hills POA Recommended Stormwater Guidelines is to provide the recommended minimum standards for the design of stormwater systems for residential development within the Champion Hills community. This document and the recommendations presented herein applies to all new residential development and re-development. This document is not applicable to community wide drainage infrastructure.

It is recommended for all new residential development and re-development to have storm drainage facilities designed, constructed and maintained so that adjacent properties are not unreasonably burdened with surface waters as a result of such improvements. More specifically for new residential development the following practices should be considered:

1. Whenever practical, the drainage system of a residential development site should connect to the community drainage system or drainage ways on surrounding properties or streets.
2. Stormwater should not be diverted from one natural drainage basin into another.
3. Stormwater should not be directed into sanitary sewers.
4. If new Built-Up-on-Area is anticipated to cause excessive or problematic runoff to an adjacent property owner, appropriate stormwater detention should be considered as outlined herein.

## **RECOMMENDATIONS**

### **Recommended Design Parameters**

Excess runoff volume resulting from new Built-Up-on-Area [BUA] should be detained. The designer should consider either:

- a) Using the provided stormwater sizing chart located in Exhibit 1 for detention volume sizing. [detention volumes may be stored in pipes, tanks, rain barrels, earthen basins, etc.]

***OR***

- b) Providing peak runoff attenuation for the 2-yr, and 10-yr, 24 hr storm.

### **Approval**

Requires submittal of stormwater management plans, specifications, and/or calculations sealed by a design professional and transmitted to Champion Hills POA.

### **Post-Construction**

It is recommended that as-built drawings are provided to the owner/application at the project conclusion to provide insight for maintenance in the future.

### **HYDROLOGY**

This section describes recommended procedures to determine runoff flows and volumes for residential project sites within Champion Hills. It is assumed that practicing Design Professionals preparing stormwater plans have a general understanding of the following procedures. These recommendations are not intended to be a step-by-step guide to stormwater design but rather an acceptable guide for an applicable methodology. Any issues concerning these stormwater guidelines should be brought to the attention of the Champion Hills POA.

### **Design Storm**

The selection of the design storm is the fundamental component for any stormwater design. Each aspect of the stormwater system has a different design storm associated to provide a safe and functional system. The table below outlines the recommended storm event applicable to certain stormwater analysis.

<b>DESIGN STORM</b>	
<b>Stormwater Element</b>	<b>Design Storm</b>
Stormwater Sewer Pipes	10 yr
Stormwater Swales	10 yr
Detention Devices	2 & 10 yr [detention]

### **Calculations**

The recommended calculation method is the *Rational Method* whereby the runoff calculation for sites is computed as follows:

Calculation:  $Q=C*I*A$ , where:

Q= Runoff, cfs

C= Runoff Coefficient

I= Rainfall Intensity, in/hr *{See latest NOAA rainfall intensities}*

A=Drainage Area, acres

### **HYDRAULICS**

This section provides recommended procedures for the design of stormwater systems and devices.



### **Design Flows**

Design flows should be calculated by the appropriate method outlined in the referenced Hydrology Section. Each stormwater element should be designed using the correct design storm.

### **Mannings "n"**

- The recommended pipe materials are HDPE and Concrete.
- Typical Mannings "n" values for ditches and pipes are shown below.

<b>MANNING'S "n"</b>	
<b>Material</b>	<b>"n" - value</b>
HDPE-Pipe	0.011
Concrete Pipe	0.013
Earthen/Sod Ditch	0.03
Rip-Rap Ditch	0.035

### **Stormwater Pipe**

- Minimum driveway pipe size should be 15"
- Minimum slope for all stormwater pipes should be 0.5%.
- The hydraulic flow should be calculated using the appropriate design storm as outlined herein.
- All stormwater pipes should have a rip-rap pad or other suitable velocity dissipater at the outlet adequately designed for the velocities exiting the pipe. Recommended maximum discharge velocity is per Appendix B.

### **Channels/Swales**

- The hydraulic flow should be calculated using the appropriate design storm as outlined herein.
- Manning's equation should be used to determine the size of the channel for the design flow.
- Minimum slope of a grassed ditch should be 2%. Minimum slope of a concrete lined ditch should be 1%.
- All swales should be appropriately lined to minimize erosive conditions.

### **Detention Devices**

- Detention devices should use the appropriate runoff method and design storm outlined in this manual.
- One foot of freeboard is recommended on all devices.
- If the project site has multiple drainage areas due to a topographic divide and/or multiple outlets/ swales, the designer should attempt to not increase stormwater runoff on the adjacent property owner for either drainage area.

### Exhibit 1 - Recommended Residential Stormwater Sizing Chart

Roof Area (SF)**	Detention Volume (CF)	Detention Volume (Gal)	Orifice Size
0-500	N/A	N/A	N/A
501-1000	73	546	2"
1001-2000	119	890	2"
2001-3000	342	2558	2"
3001-4500	559	4182	2"
4501-6000	787	5887	2"
6001-8000	1108	8288	2"
8001 +	Engineering Design Required		

**Notes:**

1. Entire roof area or equivalent impervious area should be piped to detention system.
2. Each detention system should be inspected routinely for functionality.
3. Detention volumes listed are recommended total volumes for each single-family lot. Multiple detention devices may be used as long as the total cumulative volume is greater than or equal the volumes listed above.
4. Where multiple detention devices are utilized, the total of all orifices shall have a combined area of no larger than 3.14 sq. inches [2" equivalent]. Each orifice shall be proportionately sized to accommodate the detention device in which it serves.

\*\*See Figure 1

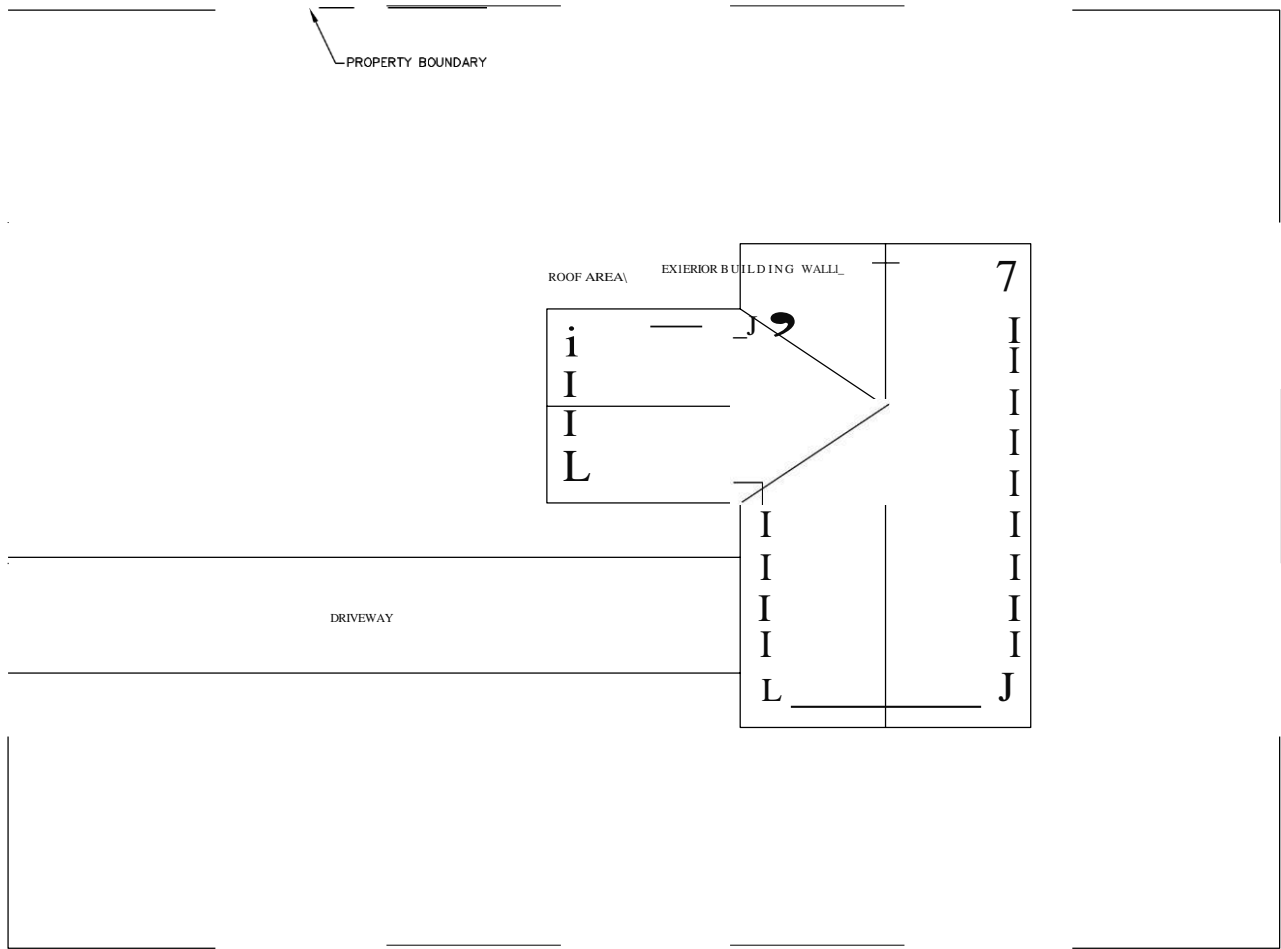
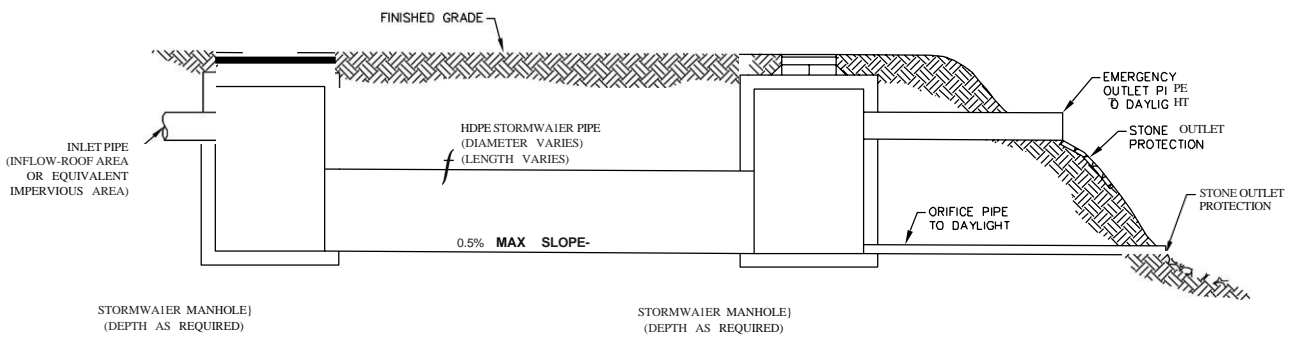


FIGURE 1 - ROOF AREA  
NOT TO SCALE



- NOTES:
- 1) SEE CHART FOR REQUIRED PIPE VOLUME.
  - 2) SKETCH IS FOR INFORMATION ONLY. ACTUAL DESIGN, MATERIALS AND CONSTRUCTION MAY VARY.
  - 3) SKETCH IS AN EXAMPLE OF ONE SOLUTION. OTHER DEVICES OR METHODS MAY BE UTILIZED.

FIGURE 2 - EXAMPLE STORMWATER SOLUTION  
NOT TO SCALE

Exhibit 2 - Recommended Maximum Allowable Design Velocities Chart

Typical Channel Slope Application	Soil Characteristics	Grass Lining	Permissible Velocity <sup>3</sup> for Established Grass Lining (ft/sec)
0-5%	Easily Erodible Non-plastic [sands & silts]	Bermudagrass	5.0
		Tallfescue	4.5
		Bahiagrass	4.5
		Kentucky bluegrass	4.5
		Grass-legume mixture	4.5
	Erosion Resistant Plastic [clay mixes]	Bermudagrass	6.0
		Tallfescue	5.5
		Bahiagrass	5.5
		Kentucky bluegrass	5.5
		Grass-legume mixture	4.5
5-10%	Easily Erodible Non-plastic [sands & silts]	Bermudagrass	4.5
		Tallfescue	<b>4.0</b>
		Bahiagrass	<b>4.0</b>
		Kentucky bluegrass	<b>4.0</b>
		Grass-legume mixture	3.0
	Erosion Resistant Plastic [clay mixes]	Bermudagrass	5.5
		Tallfescue	5.0
		Bahiagrass	5.0
		Kentucky bluegrass	5.0
		Grass-legume mixture	3.5
>10%	Easily Erodible Non-plastic [sands & silts]	Bermudagrass	3.5
		Tallfescue	2.5
		Bahiagrass	2.5
		Kentucky bluegrass	2.5
		Erosion Resistant Plastic [clay mixes]	Bermudagrass
	Tallfescue		3.5
	Bahiagrass		3.5
	Kentucky bluegrass		3.5

Source: USDA-SCS Modified

NOTES:

<sup>1</sup>Permissible Velocity based on 10-year storm peak runoff.

<sup>2</sup>Soil erodibility based on resistance to soil movement from concentrated flowing water.

<sup>3</sup>Before grass is established, permissible velocity is determined by the type of temporary liner used.

>10%	Easily Erodible	Bermudagrass	3.5
	Non-plastic	Tall fescue	2.5
	[Sands & Silts)	Bahiagrass	2.5
		Kentucky bluegrass	2.5
	Erosion Resistant	Bermudagrass	4.5
	Plastic	Tall fescue	3.5
	[Clay mixes)	Bahiagrass	3.5
		Kentucky bluegrass	3.5

Source: USDA-SCS Modified

**NOTE:** <sup>1</sup>Permissible Velocity based on 10-year storm peak runoff

<sup>2</sup>Soil erodibility based on resistance to soil movement from concentrated flowing water.

<sup>3</sup>Before grass is established, permissible velocity is determined by the type of temporary liner used.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

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- A. Construction Work Schedule
- B. Construction Access Vehicles and Parking Area
- C. Roadway Damage
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## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

The following rules and regulations shall apply to all contractors, their employees, sub-contractors, suppliers and all service personnel while on the premises of the Champion Hills Community. All applicable rules and regulations within the Champion Hills Design & Construction Guidelines, Declaration of Covenants, Conditions, and Restrictions for Champion Hills and By-laws of Champion Hills POA apply to any and all contractors doing work within Champion Hills.

Owners and their contractors shall be responsible for the actions of their employees and sub-contractors while working within Champion Hills. The purpose of these rules and regulations are to provide a safe and professional work environment within Champion Hills, while allowing for the efficient completion of work by authorized personnel.

### **A. CONSTRUCTION WORK SCHEDULE**

Construction will be allowed from:

- Monday - Friday: **7:00 am to 6:30 pm**
- Saturday: **8:00 am to 4:30 pm**
- Sundays & Holidays [New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas]: ***Special, written authorization required.***

### **B. CONSTRUCTION ACCESS, VEHICLES AND PARKING AREA**

All construction vehicles that enter the Champion Hills Community must use the entrance off Willow Road [Indian Cave Road, Hagen Drive or Chattooga Run] closest to the work site.

The approved access drive will be the only construction access to any lot.

All construction equipment, vehicles and materials shall be parked within the property line of the lot under construction and may not be left on any street, roadside or other private property after working hours, weekends or holidays. Any construction equipment, vehicle and materials left on any street, roadside or other private property after hours will be towed or removed at the owner's expense. During very busy construction periods, the overflow vehicles may temporarily be parked along the construction side of the roadway. During these occurrences, vehicles must be completely off of the paved road surface to allow continual unconstrained access by normal traffic and emergency vehicles, including fire trucks. Vehicles may not be parked on neighboring lots, in nearby driveways or on open space.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

Changing oil or performing other vehicle maintenance within the Champion Hills Community is strictly prohibited.

### **C. SITE CULVERT**

To minimize damage to the edge of the roadway pavement, each contractor shall install an approved size culvert. Such culvert shall be covered by compacted crushed stone, which shall be flush with the pavement and extended to at least one lot line. This culvert and stonework shall be in place during the entire construction period. If a culvert is not required, the contractor shall be required to lay the crushed stone as stated above.

All vehicular crossings over the grass swales are prohibited. All access to the lot shall be over the approved driveway. Additionally, driveways must be graded or trapped so that there is no runoff from the driveway onto the roadway. Dirt, mud, gravel or debris resulting from activity on each construction site shall be promptly removed from public or private roadways, open spaces and driveways or other areas of the Champion Hills Community.

### **D. DAMAGE DURING CONSTRUCTION**

Any damage to the golf course, roadways, curbs, roadsides, drainage ditches, drainage structures and culverts, streetlights, street markers, mail boxes, walls, etc., shall be the responsibility of the contractors. Damage would also include any materials or liquid spillage from contractor's delivery, employee vehicles, paint or stain buckets, solvent buckets, or from the cleaning of any tools, brushes, or equipment of any kind. All current EPA Rules and Regulations shall be followed at all times during the construction period.

All roadside damage due to construction traffic and use shall be repaired and re-sodded at the completion of construction and be approved by a member of the CHARC. All such repairs will be made prior to the return of the construction deposit and, if not repaired to the satisfaction of the CHARC, the amount for repairs will be deducted from such deposit.

Any violations or repairs not corrected within 10 days after receiving notice, or sooner if deemed necessary by the CHARC, will be corrected, or repaired by the POA. The cost for the violation or repair will be deducted from the Contractor's Performance Bond and/or billed to the Owner at the cost of the repair plus 20% for administration.



## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

### **E. DUST AND NOISE CONTROL**

Contractors shall be responsible for controlling dust and noise from the construction site. The sounds of radios or any other audio equipment used by contractors must not be audible beyond the perimeter of any lot. Repeated violations of this provision will precipitate a total prohibition of any on-site use of radios or audio equipment during construction and may result in shut down of all construction activity or other remedies and/or fines.

### **F. TRASH RECEPTACLES AND DEBRIS REMOVAL**

Contractors shall be responsible for the clean-up of all trash and debris at the end of each day. An approved trash receptacle must always remain on the site to contain all lightweight materials or packaging. The receptacle must be positioned on the site alongside the access drive, clear of side and rear setbacks, adjacent road rights-of-way and neighboring properties. Trash receptacles must be emptied on a timely basis to avoid overflow of refuse; disposal shall be at a suitable off-site facility. Owners and contractors are prohibited from dumping, burying, or burning trash anywhere on the lot or within the Champion Hills Community. Heavy debris, such as broken stone, wood scrap, or the like must be removed from the site upon completion of the work of each trade that has generated the debris.

All concrete washouts, from both trucks and mixers, must occur in a location where it will be ultimately concealed by a structure or covered by backfill. Washout in road rights-of-way, setbacks or on adjacent properties is strictly prohibited.

During the construction period, each construction site shall be kept neat and shall be properly policed to prevent it from becoming a public eyesore or detriment to other lots or open space. Any cleanup costs incurred by the Champion Hills POA in enforcing these requirements shall be the responsibility of the contractor and will be deducted from the Construction Deposit. The CHARC has the right to suspend construction until the site is brought up to the standards set forth herein.

### **G. SANITARY FACILITIES**

The Contractor shall be responsible for providing adequate sanitary facilities for all construction workers accessing the site. Portable toilets should be located within the building envelope and out of view from the street as possible.

### **H. SITE UTILITIES**

Contractors shall only use the utilities provided for them on the immediate building site on which they are working.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

### **I. IN-GROUND SERVICES**

Contractors are responsible for locating all in-ground service lines prior to any digging, trenching or excavation. [Call ULOCO at 811] The contractor will be responsible for the cost of any repairs for damage to existing service lines. If any existing service lines are damaged or cut [phone, cable, electric, sewer, etc.] it is the contractor's responsibility to immediately notify the utility company whose lines have been damaged or cut. The contractor must also immediately report what service line has been cut or damaged, and that the utility has been notified, to Champion Hills Security by calling 828-234-1515.

### **J. TREE REMOVAL**

**NO REMOVAL OF TREES. NATIVE PLANTS OR SHRUBS SHALL TAKE PLACE UNTIL FINAL WRITTEN APPROVAL OF THE CHARC HAS BEEN OBTAINED.**

This includes clearing for the staked construction site, installation of utilities for power, sewer, gas, as well as any other trees and native flora for any reason. Contacting the CHARC is the sole responsibility of the contractor. The unauthorized removal of trees, before, during or after construction may result in penalties being assessed against the contractor.

### **K. CONSTRUCTION SIGNAGE**

Temporary construction signs shall be limited to one sign per site not to exceed six square feet of total surface area. This sign is intended for job site identification only, shall be free standing and not to exceed six feet in height above natural grade. It may identify the general contractor and designer by name with address, license number and telephone number[s] and it may identify the job site by lot number or owner's name, but it may not include marketing related terminology such as "for sale", "available", or "offered by".

Placement shall be parallel to the street in a location within the Building Envelope and approved in advance of installation by the CHARC. The construction sign may not be erected on a site earlier than two weeks prior to the commencement of construction and must be removed within two weeks of the issuance of a certificate of occupancy by the County, or immediately upon the passage of 30 calendar days without significant construction activity.

Individual signs, or construction sign attachments, identifying individual subcontractors, tradesmen, or suppliers are prohibited. Identification of licensed tradesmen, when required by state or county statutes, shall be confined to the posting location of the building permit. Attachment of signs or similar material to trees is strictly prohibited.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

### **L. FIRE SAFETY**

The burning of **ANY** materials [cleaning debris, construction material, etc.] on the construction site or anywhere within the Champion Hills Community is **STRICTLY PROHIBITED**. Careless disposal of cigarettes and other flammable materials, as well as the build-up of potentially flammable materials constituting a fire hazard, is also prohibited.

The Champion Hills POA requires all construction sites to have fire containment in case of an accidental fire. At least two 20-pound ABC Rated Dry Chemical Fire Extinguishers shall be always present and available in a conspicuous place on the construction site.

### **M. SITE VISITATIONS**

Due to the inherent danger associated with an active construction site, visitors to any site should be limited to those persons with official business relating to the construction activity, such as construction workers and tradesmen, building officials, security staff, CHARC observers, sales personnel, and the Owner. Construction personnel should not invite or bring family members or friends, especially children, to the job site.

### **N. PETS**

No pets of any kind of any contractor are permitted in the Champion Hills Community.

### **O. FIREARMS**

The possession or discharge of any firearm by any contractor on any construction site, lot, roadway, golf course or rights-of-way within the Champion Hills Community is strictly prohibited.

### **P. ALCOHOL AND CONTROLLED SUBSTANCES**

The consumption of alcohol or use of any controlled substances by any contractor on any construction site, lot, roadway, golf course or rights-of-way within the Champion Hills Community is strictly prohibited.

### **a. SPEED LIMIT**

The posted speed limit within the Champion Hills Community **SHALL BE obeyed at all times**. The CHARC reserves the right to suspend access to the Champion Hills Community by any contractor who ignores the posted speed limit.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

### **R. SECURITY**

The Champion Hills Community is private property and patrolled by Champion Hills Security. As such, all contractors working within the Champion Hills Community may be asked by Champion Hills Security to produce proper identification, including a valid driver's license and vehicle registration. Failure to provide proper identification may result in the suspension of contractor's access to the Champion Hills Community.

### **S. SEWER SYSTEM**

The connection to the Central Sewer System in Champion Hills must be done under the supervision of the POA. Call Craig Galloway, Director of Grounds and Facilities Maintenance, at 828-696-1962 x1412.

A sewer hookup fee and a road maintenance fee must be paid for each new construction site prior to the approval of construction. A monthly sewer fee will be charged for each construction site as soon as a water meter is installed.

### **T. OSHA COMPLIANCE**

The Contractor is required to always follow all applicable Occupational Safety and Health Act [OSHA] regulations and guidelines.

### **U. CONSTRUCTION INSURANCE REQUIREMENTS**

All general contractors must post evidence of insurance with the Owner, prior to entering the construction premises. Confirmation shall be evidenced in the form of a valid Certificate of Insurance naming both the Owner and Champion Hills POA as the certificate holders [additional insured parties]. The required insurance must provide coverage not less than the applicable limits of coverage relating to comprehensive general liability, automobile liability and workmen's compensation. The minimum limits of liability shall not be less than \$1,000,000 each for general liability and automobile liability. General liability coverage shall contain provisions for contractual liability and a broad form property damage. The certificate shall provide for 30-day notice to the certificate holders in the event of cancellation or material change in the limits of coverage. A copy of the Certificate of Insurance shall be provided to the CHARC prior to the start of construction.

## **APPENDIX I - CONTRACTOR RULES & REGULATIONS**

### **V. CHAMPION HILLS FACILITIES**

The Champion Hills Club is for the use by members and their guests only. Any use of or trespassing on the Club's facilities by contractors is prohibited. This includes but is not limited to:

- Use of the golf course or trails.
- Any restroom located on the Club's facilities.
- The pool/tennis/fitness area, including restrooms, vending machines and parking lot.
- The Club House area and parking lot.

### **W. CONSTRUCTION VIOLATIONS AND FINES**

Prior to any construction on site, the CHARC representative will deliver a written copy of the rules & regulations and meet with the builder to review.

The Builder shall review the rules and regulations with each subcontractor when they arrive to minimize the chance of violation for which the Builder will be responsible for paying from the Builder Performance Deposit.

Under the direction of the General Manager and CHARC, the Security Department will investigate and prepare a report of a violation of contractor rules and regulations. The General Manager will notify the Builder, the Owner, and the CHARC representative by email that a violation has occurred and the associated warning or fine that is warranted. The following is the list of fines that will be issued for any violations. All violations will be per jobsite.

First Violation:	Warning
Second Violation:	\$250
Third Violation:	\$500
Fourth Violation:	\$1,000
Fifth Violation:	Access to the Champion Hills Community revoked