

# **GENERAL RULES FOR CONTRACTORS AND SUB-CONTRACTORS**

## **FOR**

### **CARTER PLANTATION COMMUNITY**

#### **GENERAL REGULATIONS**

All builders of residences at Carter Plantation must be licensed by the State of Louisiana. At a minimum, a Louisiana residential builder's license is required. Construction workers are allowed access to and from the construction site only and are strictly forbidden from riding about Carter Plantation. Vehicles may be periodically searched to protect all Contractors and Owners from theft of materials and equipment.

The maximum hours allowed for construction personnel at Carter Plantation will be from 7:00 AM to 7:00 PM, Monday through Friday, and 8:00 AM to 5:00 PM on Saturday. No residential construction work will be performed on Sundays or national holidays.

The conduct of all workmen is the responsibility of the General Contractor. Loud cars and speeding are not permitted at Carter Plantation. All construction vehicles must be parked on the construction site. Workers are required to wear shirts and shoes when not on the job site. Workmen are not permitted to loiter about the community. Loud music from radios and disturbance of property owners or guests will not be permitted at any time.

The construction of all residences must be completed within one (1) year of the issue date of the Building Permit with all exceptions requiring special ARB approval.

Contractors must have the Owner or Architect submit all proposals for exterior changes prior to implementation of those changes. Failure to do so may result in fines. The Declaration of Protective Covenants and Restrictions for the Carter Plantation Community grant the Architectural Review Board (the "ARB") and the Carter Plantation Community Association (the "Association") the power to impose fines and/or take action to correct any exterior change made without approval or to employ persons to clean up an unacceptable lot. These expenses may be deducted from the required Construction Deposit.

While performing their duties at Carter Plantation, repeated violation of these regulations could result in the suspension of the building permit for that residence until corrective action has been taken by the Contractor. Additionally, a Contractor who repeatedly violates either the letter or "spirit" of these guidelines may be required to post a larger Construction Deposit or, in the extreme, be prohibited from working at Carter Plantation.

#### **BEFORE CONSTRUCTION**

After completing the review process and receiving Final Approval of the stake out and construction documents from the ARB, several steps shall be followed before any lot clearing, material deliveries, or construction may begin.

An ARB Building Permit must be obtained for all renovations and new construction. Two (2) full-size sets of construction drawings must be stamped "approved" by the ARB.

There must be a completed Construction Application Deposit and Agreement on file with the ARB, and the required deposit for new construction for improvements. Deposit reimbursements can only be returned to the issuer of the deposit check. The deposit is returned to the address on the check; therefore, it is necessary that the ARB be notified of any address changes.

Upon receipt of these required items, the ARB will review the on-site tree protection. Once the tree protection is complete, an ARB Building Permit will be issued within three (3) business days for the project. The receipt of this Permit does not preclude the necessity of also obtaining a Livingston Parish Building Permit. Both permits are required for construction along with any additional permits that may be necessary from other agencies.

In the case of golf course lots, you may need permission from the golf course operator, particularly if you seek to alter or remove any natural vegetation within thirty feet (30') of any lot line bordering a golf course. We will advise in obtaining the latter services and approvals.

Every job site must have a job sign. Area sign companies have file specifications required by the ARB for job signs. A current list may be obtained from the ARB office.

In summary, the following steps shall be completed before construction may begin:

1. Submit to the ARB, two (2) full-size sets of approved construction drawings with the completed Construction Application Deposit and Agreement, and construction deposit check.
2. Install tree protection prior to clearing the site. Any clearing between the setbacks and the property line requires on-site approval.
3. Obtain Building Permit from ARB.
4. Order job sign.
5. Obtain Livingston Parish Building Permit; obtain approvals for golf course lot construction and vegetation alteration.
6. Post Building Permit at job site.
7. Place dumpster and portable toilet on job site.

## **DURING CONSTRUCTION**

All construction at Carter Plantation will be under regular observation by the Association and the ARB. Three (3) mandatory field inspections will be conducted by the Association and/or the ARB on every structure under construction.

**First Inspection:** The first required inspection shall occur prior to site preparation and clearing if tree removal is to occur.

**Second Inspection:** The second required inspection shall occur after the foundation has been formed and before plumbing lines have been installed. The Contractor shall notify the ARB at this time, and the inspection shall be conducted to ensure conformance with the approved drawings as to the location of the structure within the site. At this time, the builder must submit to the ARB a "Foundation Survey" depicting the location of the setbacks and showing the distances from all foundation corners to adjacent property lines. The ARB may impose a fine and deduct the cost of the fine from the Construction Deposit should the first floor framing be constructed prior to submitting a foundation survey. A stop work order may be issued until the survey is submitted and corrections are completed.

If during the foundation construction, or subsequently during framing, the removal and/or limb cutting of additional trees greater than six inches (6") in diameter become necessary, approval shall be obtained from the Board **in advance of such removal or cutting.**

**Third Inspection:** The Third Inspection shall be conducted after the completion of the home and installation of landscaping. A copy of the Final Inspection shall be sent to the Owner and Builder noting final approval or required items to be corrected.

## **SITE APPEARANCE**

Each construction site is required to have a toilet at all times for the use of workers. It must be placed at least twenty-five (25) feet from the street in an inconspicuous location with the door facing away from the street and neighboring homes.

Fires are not permitted on residential construction sites under any circumstances. Care should be taken when loading trucks hauling trash so as not to have it spill over while in transit. Contractors shall be held responsible for trash and debris falling from construction vehicles.

It is imperative that all sites be maintained in a clean and tidy manner. All construction materials must be kept within the property lines and a clear street right-of-way should be maintained. Access to the site should be limited to the proposed driveway location. Access over/through adjoining properties is expressly forbidden.

The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of adjoining properties for access or storage of materials, without the written permission of the adjacent owner, is prohibited. Temporary storage structures, approved by the ARB, may be used to store materials provided the structure is minimal in size.

Storage structures may not be used as living quarters. The Board generally discourages the placement of job trailers on a residential site. In the event that the Board approves of a job trailer, a minimum-sized industry standard trailer must be used. The trailer will be required to be screened with vegetation, and must be removed once the home is "dried in."

Site cleanliness shall at all times be maintained at an acceptable level. If not so maintained, the ARB will issue a "stop work" order. A commercial dumpster shall be placed on each job site and shall be dumped when necessary. At the end of each work day, materials must be stored neatly and all trash placed in the dumpster. No trash shall be strewn about the lot or piled openly. As untidy sites present a negative image to visitors and property owners, this requirement shall be strictly enforced. Should the ARB determine, in its sole discretion, that a site is not being maintained properly, it may undertake to have it maintained properly and will deduct the cost from the Construction Deposit and/or levy additional fines.

Temporary utilities must be installed in a neat manner. The temporary power pole must be at least 15 feet from the front property line, be installed plumb, and not be used for the placement of signs. Installation of the sanitary sewer and water lines must be completed using small trenching equipment, as large backhoes may create damage to natural areas.

In summary, residential construction sites must contain the following:

1. Commercial dumpster.
2. Job toilet.
3. Temporary utilities.
4. Standard job sign (with permits).

Should construction be delayed for more than thirty (30) days, the ARB must be notified.

## **AFTER CONSTRUCTION**

When the Construction of a residence has been completed, the owner and contractor must satisfy several requirements before applying for the Final Inspection. The construction of the residence is to be completed and the landscaping installed in accordance with the plans previously approved by the ARB. Any unauthorized change is to be corrected before the Final Inspection Certificate will be issued.

Upon completion of construction and landscaping, all building debris shall be removed from the site and the surrounding area. The construction site sign and the temporary power pole shall also be removed. At this time, the Contractor should review the Final Inspection Checklist provided by the ARB and notify the ARB that he is ready for the Final Inspection. If Final Inspection is not requested within a year of the date of Certificate of Occupancy, the Construction Deposit will be forfeited as a fine, and notice shall be sent of items requiring correction.

As a checklist, the following items shall be completed prior to Final Inspection:

1. Complete construction.
2. Remove construction debris.
3. Remove temporary facilities, utilities, and sign.
4. Install landscaping and standard Carter Plantation mailbox.
5. Submit as-built topographic survey and landscape certification to the ARB. The as-built survey must include the setbacks and driveway improvements (including elevations evidencing restoration of the roadside drainage system).
6. Submit color photos of all elevations.
7. Request for Final ARB Inspection.

## LANDSCAPE GUIDELINES

### DURING CONSTRUCTION

**1. Foundation Plantings:** The minimum size of foundation planting at the time of installation must be at least half of the height of the foundation wall.

**2. Landscape Plan Revisions after Construction Begins:** The ARB will not accept changes in the ARB approved Landscape Plan without the direct supervision of the Landscape Architect/Designer of record. Any changes in the approved landscape plan are to be submitted by a Landscape Architect/Designer for approval prior to installation. The ARB requires the Landscape Architect/Designer of record to complete and sign a Landscape Certification form, certifying that the landscape design is installed in general conformance and intent of the approved plans.

**3. Tree Protection:** The ARB requires tree protection fencing to enclose the entire work site creating natural areas to be preserved. These areas to be preserved are not to be altered, cleared, or pruned in any way, both during and after construction, without onsite review and approval from the ARB. Clearing or pruning of trees and vegetation for views cannot occur until the home is completely framed. View clearing and pruning requires onsite approval by the ARB, or its representative. The tree protection fencing must also be installed around specific trees to be saved. All protective fencing must be maintained until the completion of construction and all construction materials and vehicles must remain outside of the preserved areas. Trees that die due to damage during construction must be mitigated.

## SITE INSPECTIONS

**1. Regular Site Inspection:** Regular site inspections of all construction sites will be made by the ARB or the Association. Compliance with the furnished Construction Guidelines and the permitted construction plans will be checked and reviewed on a regular basis.

**2. Special Inspection:** A special inspection of a specific site will be made upon receipt of a request for such an inspection which cites a specific violation.

**3. Violations:** Violations that are discovered at a site will be photographed and described on a preprinted report form.

**4. Notice:** A notice will be sent to the Contractor for the first violation of the Construction Guidelines, requesting correction of the violation (copies will be sent to the Owner and Architect).

**5. Fines:** Once one notice has been sent to the Contractor, all future violations of the Construction Guidelines and all unauthorized exterior changes to the approved building plan will be photographed, written on a report form, and a fine levied against the Construction Deposit. Additional fines may be levied as well, and a copy of the report form will be sent to the Contractor, Architect/Designer, and Owner. The amounts of the fines are subject to periodic increases at the sole discretion of the ARB.

**6. Each Violation:** Each violation which is not corrected within ten (10) days will again be photographed, documented, and a new fine will be levied.

**7. Appeals:** An appeal of a fine or decision must be made in writing to the ARB within ten (10) days of issue. An appointment may be scheduled during an ARB meeting for discussion of the issue. The subsequent determination will be final and binding to all concerned.

**8. Legal Action:** The ARB may elect to pursue legal action if it feels that it is appropriate.

The ARB will assess fines on a case-by-case basis and may pursue legal action if necessary. Any person found to be in violation of these Rules will be obligated to pay the attorney fees and costs associated with all such litigation.

The above regulations are designed to enhance Carter Plantation's overall appearance to our residents and visitors. These regulations are to be used as guidelines; they are not intended to restrict, penalize, or impede construction firms who adhere to these regulations.

Any and all suggestions for improving these regulations will be welcome.

THE CARTER PLANTATION COMMUNITY ARCHITECTURAL REVIEW BOARD