



L A U R E L W O O D

Property Owners Association

Dear Property Owner

Do you want to start work on your property? Do you want to build a new driveway? Would you like to build a garage or a shed? What about a home? Do you know how to start? We are here to help. We can help you save time and money. We are the Property Owners Association of Laurelwood (POA) and we are ready to help you. Our members are friendly, helpful and knowledgeable and want to help you get your project completed as quickly as possible.

The Architectural Control Committee (ACC) is a committee, consisting of a chairperson and three residents of Laurelwood. The committee members are appointed by the Property Owners Association (POA) to determine what impact your construction project will have on our environment.

The intent of this document is to provide information and guidelines you are required to follow during the exterior phases of construction. In it we emphasize the importance of preserving our environment and respecting the property of our neighbors.

To ensure a prompt response from the ACC, you must submit the appropriate information and forms associated with your request as complete package. This is a two-step process as defined in the appendixes. Depending on the scope of the project, Appendix A & B provides a list of documents you need to submit. Incomplete information or forms will result in delaying your request.

Once the ACC reviews the information and the forms you submitted, you would receive a notice within **30 days** informing you of their decision. In the event your request is denied you have the option to apply for a variance, or if necessary you have the option to proceed with the appeal.

When you receive written notification your request has been approved a member of the ACC will begin monitoring your project. The work performed must conform to the information you submitted to the ACC for their approval.

Sincerely,

Your POA board

Revised June 20, 2023

Architectural Control Committee

“Laurelwood Drive and Lane”

Building Standards with Owner/Builder Agreement

PROCEDURES WHEN REQUESTING BUILDING APPROVAL PERMIT

Please see Appendix's "A" & "B" for the permit that must be completed. *(There are 2 pages to complete).*

No work is permitted until the property owner receives written ACC approval, and a building approval sign. No work means no tree removal, no building site preparation, no excavation or any construction.

All construction on said lot must comply with applicable building codes, state, local laws, and restrictive covenants.

Concepts can be submitted for possible approval prior to submission of formal plans.

(A) No building application will be reviewed by the ACC until the property owner's annual assessment fee is paid current.

(B) No building application will be reviewed unless all required documents are submitted. (See Appendix "A" and "B" for complete list) examples are:

Step #1

- 1) Submit two sets of building plans to include the floor plan and external view of the structure, including front, rear and side elevation views.
- 2) Submit a complete plot plan indicating the mandatory setbacks for your residential dwelling, fences, walls or other structures from adjoining property lines and roadways. In addition, the plot plan must provide the location of driveways, the septic system drain field, and the areas scheduled for tree removal for these or other projects.

Step #2 (once step #1 has been approved)

- 3) Submit a copy of your county building permit.
- 4) Submit a copy of your septic system permit.

(C) A fully completed and signed Laurelwood ACC committee's Construction Approval Request Form is required prior to starting a building project. (See Appendix "C")

Building Standards (Laurelwood):

- Entry statements and monuments need to be approved by the ACC.
- All contractors/builders need to be approved by the ACC.
- Building structures can be erected on multiple lots providing these building standards are followed. However lots will be recorded on the community plat as per multiple lots and will be subject to applicable annual maintenance fees.
- The setback requirements are 15 feet inside the property line running adjacent to other property lines.
- Single family dwelling of not less than 1,600 heated living area square foot for a one-story or 2,000 heated area square foot for multi-level structures.
- Stick built wall construction only (no pre-manufactured, mobile steel framed undercarriage, barndominium, modular, or systems built homes). Pre-manufactured truss are approved. The property owner must also provide plans for delivery of the pre-manufactured truss on your lot.
- Concrete block, brick, rock, or stone foundation exposed must have stucco or stone applied on or before completion of the home.
- Wood, log, rock, stone, stucco, brick and/or any combination are permitted. The use of vinyl/metal is only permitted for trim areas. Metal roofs are permitted.
- Any new materials that are approved by the Kentucky Homebuilders Association may be used, provided that such materials are not excluded above.
- Detached garages are permitted, but must be constructed of the similar exterior material as the home. Outbuildings must be to the rear, not side of the house. No more than one outbuilding may be constructed on any lot. No pre-fabricated, metal, or plastic outbuilding will be permitted. Please see covenants for more detail of usage. No outbuilding can be constructed on a lot without a single family dwelling already constructed on said lot.
- Exterior decking material must be wood or composite wood.
- Completion of residence must have completed exterior appearance within (12) months of the commencement of construction, including but not limited to paved driveways, sod or seeding grass, gutters, downspouts, installation of all windows, doors, completed exteriors and removal of temporary electric service.
- All exterior fencing must be approved by the ACC prior to installation. Fencing should be constructed out of wood or a wood like composite, three rail or split rail, and shall not exceed 4 ft. in height. No chain link, woven wire, electric or barbed wire fence is permitted. All privacy fencing should be placed at the rear of the house, not to exceed forward from rear corner of the house. Fences directly adjacent to an in ground swimming pool must meet the requirements of the governing authorities. Underground household pet containment systems are permitted.
- No satellite dishes over 18 inches in diameter shall be permitted. If at all possible dish location should be inconspicuous to the view of neighbors.
- Fuel tanks shall be located within the residence lot and located underground or obstructed from view.
- No above ground pools are permitted. In ground pool plans with fence needs to submitted to ACC for approval.
- The use of lighting in Laurelwood (not The Village) shall comply with the following: Lighting, other than attached to building lighting shall not be more than 7 feet from ground level and should be positioned in such a manner as not to shine on a neighbor's property. This prohibits

the use of the industrial style pole mounted street type lights. All lights must prevent the glare or other objectionable problems with the neighbors or the community in general.

Lighting used on buildings for security purposes should be on a sensor so they are not on continuously. The use of entranceway or driveway lights is permitted, but wattage should be kept to a maximum of 120 watts for the same reasons mentioned above. The intention of this rule is to keep lighting subdued, indirect and minimal.

Landscaping/low voltage lighting is approved for use providing it doesn't present objectionable problems with neighbors or community.

- Signs are discouraged. However such needed signs "real estate" shall not exceed a maximum size of 36" x 36" and restricted to one sign per listed property. Other signs (builder, yard, etc.) would require approval from ACC.
- Playground swings and sets need to be wood or wood composite, no metal. Placement needs to have ACC approval.
- No ponds permitted.

Contractor/Builder Responsibilities:

- Must have license, proof of insurance to include but not limited to transportation, workman's compensation, errors and omissions and liability insurance of no less than one million dollars.
- Contractor/Builder may be required to provide references to ACC prior to plan approval.
- Must provide one (1) portable toilet for each job site within the development. The contractor must present a maintenance agreement, which allows for timely dumping/cleaning of portable toilet.
- Must have a dumpster of sufficient size on site for each job site to handle all of the debris. Trash and excess/waste building materials shall be placed in dumpster at the end of each workday. Laurelwood community dumpster is NOT to be used. Dumpster must be located on building lot.
- 12 ft. wide temporary stone driveway shall be constructed prior to any delivery of framing lumber.
- Must keep all streets free clean and free from all mud and debris.
- Responsible for removing any excess downed trees or dirt from building lot.
- Building materials cannot be placed within road, rights of way or utility easements.
- Observe and conform to weight limits of Laurelwood as posted on sign at Laurelwood entrance. Assume liability for damage caused by construction vehicles that enter Laurelwood enroute to their job site, specifically overweight vehicles that damage road surface and negligence of operators. Concrete truck weight limit is 5 yards per truck. Repair road surface to a pre-construction condition.
- Responsible for actions of any/all subcontractors.
- Responsible for any cut, break or damage to underground utility caused by their negligence.
- Prevent vegetation of weeds and bush on lot. If not ACC will hire a company to cut said lot and bill lot owner.
- Responsible for all soil conditions within building lot.
- Clearing and burning – POA is committed to safe disposal of woody vegetation. Contractors, builders and owners are expected to take necessary precautions to prevent damage to our environment at Laurelwood. ***There is to be NO unattended fires and burning bans MUST be followed.***

- The ACC reserves the right to levy fines of \$100 per day against contractors who do not adequately clean building site or do not have a functioning portable toilet.

Lot Owner Responsibilities:

- **Responsible for meeting requirements as stated above.**
- **The ACC reserves the right to levy a fine of \$100.00 per day for those who begin construction without written permission from the ACC.**

Owner/Owners Agreed to signature: _____

Date: _____

Architectural Control Committee

“The Village of Laurelwood”

Building Standards with Owner/Builder Agreement

Goal of The Village is to develop similar styles wood type homes or log cabins in earth tones that blend with existing homes and maintain the conceptual feeling of The Village.

PROCEDURES WHEN REQUESTING BUILDING APPROVAL PERMIT

Please see Appendix's "A" & "B" for the permit that must be completed. (There are 2 pages to complete).

No work is permitted until the property owner receives written ACC approval, and a building approval sign. No work means no tree removal, no building site preparation, no excavation or any construction.

All construction on said lot must comply with applicable building codes, state and local laws, and restrictive covenants.

Conceptual plans can be submitted for possible approval prior to submission of formal plans.

- A.** No building application will be reviewed by the ACC until the property owner's annual assessment fee is paid current.
- B.** No building application will be reviewed unless all required documents are submitted. (See Appendix "A" and "B" for complete list) examples are:
 - a. Step #1
 - b. Submit two sets of building plans to include the floor plan and external view of the structure, including front, rear and side elevation views.
 - c. Submit a complete plot plan indicating the mandatory setbacks for your residential dwelling, fences, walls or other structures from adjoining property lines and county roads. In addition, the plot plan must provide the location of driveways, the septic system drain field, and the areas scheduled for tree removal for these or other projects.
 - d. Step #2 (once step #1 has been approved)
 - e. Submit a copy of your County building permit.
 - f. Submit a copy of your septic system permit.
- C.** A fully completed and signed Laurelwood ACC committee's Construction Approval Request Form is required prior to starting a building project. (See Appendix "C")

Building Standards (The Village):

- Entry statements and monuments need to be approved by the ACC.
- All contractors/builders need to be approved by the ACC.
- All structures shall generally conform to the plans shown in Cabin, Cottage plan book posted on Laurelwood website. Southern Living website also has plans that may be considered. Please keep in mind all plans selected need to have ACC approval.
- All exterior siding must be stained with a minimum of two applications of complimentary natural wood tone colors. Translucent stains are recommended. All colors, including windows, need to have ACC approval. "www.permachink.com" may be helpful for your wood finishes.
- Exterior roof must be metal. Roof color needs to be green, red, copper, brown, black or earth tones. Color needs to be approved by ACC. A separation of colors is encouraged.
- The setback requirements are 15 feet inside the property line running adjacent to other property lines.
- Single family dwelling of not less than 600 heated living area square foot.
- All foundations and fireplace bases must be covered with either stacked stone or a cultured stone product.
- Concrete block, brick, rock, stone foundation and fireplaces exposed must have stucco or stone applied on or before completion of the home.
- Exterior decking material must be wood or composite wood stained same color as the house.
- Completion of residence must have completed exterior appearance within (12) months of the commencement of construction, including but not limited to paved driveways, sod or seeding grass, gutters, downspouts, installation of all windows, doors, completed exteriors and removal of temporary electric service.
- All exterior fencing must be approved by the ACC prior to installation. Fencing should be constructed out of wood or a wood like composite, three rail or split rail, and shall not exceed 4 ft. in height. No chain link, woven wire, electric or barbed wire fence is permitted. All privacy fencing should be placed at the rear of the house, not to exceed forward from rear corner of the house. Fences directly adjacent to an in ground swimming pool must meet the requirements of the governing authorities. Underground household pet containment systems are permitted.
- No satellite dishes over 18 inches in diameter shall be permitted. If at all possible dish location should be inconspicuous to the view of neighbors.
- Fuel tanks shall be located within the residence lot and located underground or obstructed from view.
- No above ground pools are permitted. In ground pool plans with fence needs to submitted to ACC for approval.
- Attached garages are permitted, but must be constructed of the same exterior material as the house. The definition of attached for purposes of this document shall mean sharing a common wall or with immediately adjacent walls (no space between them). Any detached building will be considered an Outbuilding and must meet the following requirements; Outbuildings must be to the rear, not side of the house. No more than one outbuilding may be constructed on any lot. No pre-fabricated, metal, or plastic outbuilding will be permitted. Please see covenants for more detail of usage. No outbuilding can be constructed on a lot without a single family dwelling already constructed on said lot.
- The use of lighting in The Village shall comply with the following: Lighting, other than attached to building lighting shall not be more than 7 feet from ground level and should be positioned in such a manner as not to shine on a neighbor's property. This will prohibit the use of the industrial style pole mounted street type lights. All lights must prevent the glare or other objectionable

problems with the neighbors or the community in general. Lighting used on buildings for security purposes should be on a sensor so they are not on continuously. The use of entranceway or driveway lights is permitted, but wattage should be kept to a maximum of 120 watts for the same reasons mentioned above. The intention of this rule is to keep lighting subdued, indirect and minimal.

Landscaping/low voltage lighting is approved for use providing it doesn't present objectionable problems with neighbors or community.

- Signs are not encouraged. However such needed signs "real estate" shall not exceed a maximum size of 36" x 36" and restricted to one sign per listed property. Other signs (builder, yard, etc.) would require approval from ACC.
- Playground swings and sets need to be wood or wood composite, no metal. Placement needs to have ACC approval.
- No clotheslines, trash cans, picnic areas, volleyball courts, or horseshoe pits are permitted.

Contractor/Builder Responsibilities:

- Must have license, proof of insurance to include but not limited to transportation, workman's compensation, errors and omissions and liability insurance of no less than one million dollars.
- Contractor/Builder may be required to provide references to ACC prior to plan approval.
- Must provide one (1) portable toilet for each job site within the development. The contractor must present a maintenance agreement, which allows for timely dumping/cleaning of portable toilet.
- Must have a dumpster of sufficient size on site for each job site to handle all of the debris. Trash and excess/waste building materials shall be placed in dumpster at the end of each workday. Laurelwood community dumpster is NOT to be used. Dumpster must be located on building lot.
- 12 ft. wide temporary stone driveway shall be constructed prior to any delivery of framing lumber.
- Must keep all streets free clean and free from all mud and debris.
- Responsible for removing any excess downed trees or dirt from building lot.
- Building materials cannot be placed within road, rights of way or utility easements.
- Observe and conform to weight limits of Laurelwood as posted on sign at Laurelwood entrance. Assume liability for damage caused by construction vehicles that enter Laurelwood enroute to their job site, specifically overweight vehicles that damage road surface and negligence of operators. Concrete truck weight limit is 5 yards per truck. Repair road surface to a pre-construction condition.
- Responsible for actions of any/all subcontractors.
- Responsible for any cut, break or damage to underground utility caused by their negligence.
- Prevent vegetation of weeds and bush on lot. If not ACC will hire a company to cut said lot and bill lot owner.
- Responsible for all soil conditions within building lot.
- Clearing and burning – POA is committed to safe disposal of woody vegetation. Contractors, builders and owners are expected to take necessary precautions to prevent damage to our environment at Laurelwood. There is to be NO unattended fires and burning bans MUST be followed.

- The ACC reserves the right to levy fines of \$100 per day against contractors who do not adequately clean building site or do not have a functioning portable toilet.

Lot Owner Responsibilities:

- **Responsible for meeting requirements as stated above.**
- **The ACC reserves the right to levy a fine of \$100.00 per day for those who begin construction without written permission from the ACC.**

Owner/Owners Agreed to signature: _____

Date: _____

**ARCHITECTURAL CONTROL COMMITTEE BUILDING APPLICATION
APPENDIX A**

Date Received _____

By _____

**INFORMATION NEEDED BY ARCHITECTURAL CONTROL COMMITTEE PRIOR TO CONSIDERATION FOR
APPROVAL**

Note: Architectural Control Committee must review and give written approval before any work can begin on requested projects.

Conceptual plans can be submitted for possible approval prior to submission of formal plans.

Approval Request Checklist:

Step #1

- 1) Executed (signed) Building Standards Owner/Builder Agreement.
- 2) Two Sets of Building plans with copy of front, rear and side elevations for requested projects. Building plans should show rooms and heated living area square footage. (One set will signed by ACC Chairman and returned to owner)
- 3) Two Plot plans of the lot: including location of all improvements on map showing dimensions of buildings and outside construction materials. (Mark setbacks for proper distance from boundaries)

Step #2 (once step #1 approved)

- 4) Proof of ownership (fully executed deed)
- 5) Current on maintenance fees
- 6) Tree removal plan with no more than 25% of trees removed without approval from ACC as stated in covenants. All trees to be removed must be marked on your property with yellow ribbon.
- 7) Copy of County Building Permit
- 8) Copy of Permit/Survey for Septic System

Date Submitted _____

By _____

**ARCHITECTURAL CONTROL COMMITTEE
APPENDIX B**

Date of request: _____

Owner Name: _____

Lot: _____

Owner mailing address _____

Owner home phone _____ Cell phone _____

Contractor/Company Name _____ State License Number _____

Insurance Company Name _____ Insurance Policy Number _____

Contractors Address _____

Contractors Home phone _____ Cell Phone _____

Estimated start date _____

Estimated completion date _____

Please check all that apply

___ Install Driveway

___ Construct house Number of floors _____ Total heated living area in sq. ft. _____

Type of construction _____ Roof type _____ Roof color _____

Exterior materials _____ Building Color _____

Window type _____ Window color _____

___ Install of fencing

___ Make changes to existing property or buildings.

Describe changes: _____

___ Ground Cover and Landscaping Description _____

Disclaimer: No approval of plans, specifications, or request for permission to make improvements to property and no publication of design standards pursuant to the terms of the Declaration of Covenants and Restrictions for Laurelwood (the Declaration) by the Architectural Control Committee (ACC) shall be construed as representing or implying that such plans, specifications or standards will, if followed, result in properly designed improvements. Such approvals and standards shall in no event be construed as representing or guaranteeing that any living unit or other improvement built in accordance therewith will be built in a good workmanlike manner. The Laurelwood Property Owner's Association and the ACC shall not be responsible or liable for (i) any defects in any plans or specifications submitted, revised, or approved pursuant to the terms of this Declaration; (ii) any loss or damages to any person rising out of the approval or disapproval of any plans or specifications; (iii) any loss or damage arising from the non-compliance of such plans and specifications as with any governmental ordinances and regulations; (iv) any loss or damage arising from failure of the Association to inspect the permitted improvement; nor (v) any defects in construction undertaken pursuant to such plans and specifications. The Laurelwood building rules are not intended and shall not create any rights in any third party.

ARCHITECTURAL CONTROL COMMITTEE

Appendix C

Owner Name: _____

Address: _____

I have verified the following:

- Survey and site layout.
- Drive way location with finish material.
- Building plans. To include size, color, exterior material.
- Area and amount of trees to be removed
- Septic approval form and field location.
- Ancillary building locations and dimensions. (Including sq.)

Variances to standards:

Has POA board been notified of the variations? YES or NO (circle one)

List any and all concerns about this application:

Concerns discussed and resolved. YES or NO

Follow-up required. YES or NO

I have seen and inspected all of the above-mentioned documents, and find no reason not to approve this request, if the owner accurately provided the information.

APPROVED YES or NO (circle)

ACC Chairman Signature: _____

Date _____

ACC Complaint Form

Referred to ACC

Date Received: _____ By: _____

Location of Complaint/Lot #:

Nature of complaint (describe):

What efforts have you made to resolve this problem on your own?

Person making complaint _____ Phone No:

(Required)

Committee Member's findings and action taken:

Action taken/Follow up: _____ Referred to POA Board Date: _____