

Eagle Ridge
Architectural Control Committee
Policies and Procedures

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Purpose

These Policies and Procedures have been adapted to ensure a consistent, high quality and integrated design throughout all phases of Eagle Ridge and provide a level of comfort for primary residents within the various Eagle Ridge communities during construction activity. The Architectural Control Committee (ACC) will review and approve all proposed development plans and submittal documents prior to submission to the County.

A design review process has been established to review site planning, architecture and landscape design for conformance to Eagle Ridge's Design Guidelines, in addition to encouraging excellence and innovation in the development of a cohesive community design theme. Neither the Eagle Ridge Project Manager nor the ACC assumes responsibility for plan review for (1) conformance to applicable county and local codes or ordinances or Contractor plans or (2) engineering of the improvements for structural integrity or industry standards.

Review Requirements

All plans must be submitted in accordance with the Eagle Ridge Design Guidelines as well as the CC&R's for the appropriate Eagle Ridge Cluster Subdivision.

Improvements Requiring Review

All improvements on a Eagle Ridge Lot or Parcel require review and approval by the ACC in accordance with the procedures set forth in this Guide. Any changes from the approved plan must be approved by the ACC prior to construction.

Submittal Requirements

The attached Checklist outlines the format and content of submittals to the ACC. All plans must be prepared by licensed or otherwise qualified design professionals with the assistance of licensed professional engineers, where needed. Submittals that are deemed incomplete or illegible will be returned un-reviewed.

Review Standards

The ACC shall review each submittal for its commitment to the overall community vision, standards and adherence to the Design Guidelines. The ACC is not responsible for reviewing submittals for conformance to any applicable codes or standards established by a governmental agency or industry association.

Application Response Time

After a submittal is accepted as complete and is found to be in accordance with the design review requirements, the ACC will make a reasonable effort to approve or disapprove a submittal within 30 calendar days. However, the lack of a response within 30 calendar days shall not be considered an approval. If the ACC can not complete the design review within 30 calendar days, the ACC will notify the Owner of an approximate date for completion of the design review.

Review Fees and Security

The ACC shall assess reasonable fees for the design review process. This one time fee is currently set at **\$500.00** and shall be payable at the time of plan submittal. The ACC also requires a Security Deposit in the amount of **\$1,000.00**, payable at the time of the pre-construction meeting (see below). The Security Deposit is intended to assure that each Contractor or Owner conducting construction activities at Eagle Ridge complies with all requirements and conditions of approvals granted hereunder. The ACC may, at its option, apply the Security Deposit of any Contractor or Owner (1) toward the actual cost of correcting any performance failure of such party, and (2) toward any other damages that may be suffered by Eagle Ridge or any of the other Owners or may accrue thereafter by reason thereof. The Security Deposit, if not so applied by the ACC shall be returned without interest to the Contractor or Owner who posted the same when all construction related activities have been completed to the ACC satisfaction. The ACC shall not be obligated to keep the Security Deposit as a separate fund, but may mix the same with its own funds.

Initials / Date

Plan Review Process

Preliminary and Final Plan Review

The Submittal Requirement Checklist outlines the Preliminary and Final Plan Review Requirements. Once a Preliminary Plan has been approved or “approved with conditions,” the Owner/Applicant must address all conditions on the final plans before final approval will be granted. Owner/Applicants may not skip Preliminary Plan Review and go directly to Final Plans.

Approvals and Re-Submittals

All submittals reviewed by the ACC will be noted as follows:

“Approved” – Submittal satisfies all ACC requirements.

“Approved with Conditions” – Submittal satisfies most ACC requirements, but may contain some minor items in need of clarification or correction. Conditions must be addressed prior to final approval.

“Address Comments and Resubmit” - Submittal contains significant deficiencies, does not conform to the Design Guidelines, or does not address previous comments. Submittal must be resubmitted with all comments addressed prior to consideration for final approval.

“Denied” – Submittal contains items not permitted by these Guidelines

Required Meetings

Pre-Design Meeting –

All documents and fees must be submitted to the Design Review Board 14 days prior to the ACC’s monthly meeting. Please call ACC (7) seven days prior to the end of the month to be conditionally scheduled on the next agenda. The Contractor or Owner is required to contact the Eagle Ridge Project Manager/ACC and schedule a pre-design meeting prior to beginning any design work. The purpose of the *Pre-Design Meeting* is to meet on-site to discuss any unique conditions or opportunities of the site. The ACC will then distribute and explain the Design Guidelines and supporting documents, review process, and clarify submittal requirements.

Pre-Construction Meeting –

After final approval is given, the Contractor and/or Owner shall contact the Eagle Ridge Project Manager to schedule a pre-construction meeting prior to excavation. The purpose of this meeting is to meet on site and review the construction rules and regulations to be followed during construction. Samples of exterior colors and material choices are required at this meeting.

Four Way Inspection –

The Contractor/Owner shall contact the Eagle Ridge Project Manager to schedule a meeting upon completion of a 4-way inspection (framing, HVAC, plumbing and electrical) The purpose of this meeting is to meet on-site and confirm the exterior material choices and colors, along with the landscaping plan.

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Construction Rules and Regulations

During Construction, the Contractor shall conform to the Following:

1. The ACC will make periodic in-progress inspections of construction to ensure compliance with the approved construction documents and plans the Design Guidelines and these Rules and Regulations. The Owner/Contractor shall reasonably cooperate with the ACC's inspection and be responsive to inquiries by the ACC.
2. The Contractor/Owner will provide the ACC with a written Notice of Construction and all comments and changes from the Weber County Plan Check at least 7 (seven) calendar days prior to the start of construction. This notice will include a verification of the construction schedule and key individuals to contact (including Owner, contractor, and construction supervisor) in the event conditions at the job site require such action.
3. Contractor shall satisfy all requirements of Weber County Building Inspections Department and those requirements of any applicable governmental and private agencies including Wolf Creek Water and Sewer Company for the hook-up of water, sewer, power, gas, telephone and any temporary use of such services. At no time shall there be permitted the use of jumpers, or secondary connections or fire hydrant tampering for the use of water during construction. Special arrangements must be made with Wolf Creek Water and Sewer Company.
4. Portable chemical toilet facilities must be in place at the time construction work is commenced and placed within the limits of disturbance. Such facilities cannot be stored on the roadway's shoulder. They should be firmly secured against all wind and weather. These facilities must be serviced regularly. Such facilities must be removed promptly when construction is completed or construction is halted for more than 30 days.
5. During the performance of work, construction dumpsters or trash containers are required and will be covered at all times. There will be no storage of these facilities in roadways or shoulders at anytime without prior written approval from the ACC. At all times the owner/contractor will keep the work site clean and free of debris: No stockpiling of debris outside of any of the dumpsters. These facilities will be emptied regularly and serviced as needed. Such facilities must be removed when construction is completed, or construction is halted for more than 30 days.
6. At no time will storage of any kind be allowed in roadways or shoulders. All building materials and equipment must be stored within the limits of disturbance. **There are no exceptions.**
7. No construction work may start before 7:00am or continue after 7:00pm. Without prior written permission by the ACC.
8. Concrete trucks may not wash out in roadways and shoulders. The Contractor will be responsible to provide a wash site within the limits of disturbance, and at no time allowing the material to leave the limits of disturbance.

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9. All deliveries will conform to the above construction hours. All loading, unloading and hauling on roadways will conform to required Weber County Municipal Codes. The codes will be strictly monitored by the lot construction superintendent who will assure full compliance. If any staging takes one third of the road, the contractor will be required to post signage and flaggers during this process, to include cranes and concrete trucks.
10. All noise abatement laws of Weber County and Eagle Ridge Management will be adhered to during construction.
11. Construction site vehicles, equipment and employee vehicles will park within the designated parking only, which will be provided at the pre-construction meeting. No overnight parking is allowed at anytime. Violators will be towed at the expense of the vehicles' owner(s).
12. No dogs or any other pets are allowed on the job site.
13. At no time will hunting or firearms be allowed within Eagle Ridge.
14. The construction site will be maintained in conformance with Weber County Municipal Codes, so as not to impact the adjacent lots or open space. Storage upon or impact to adjacent lots will only be permitted with written permission from the adjacent lot Owner(s) submitted to the ACC.
15. Snow removal and storage will only be allowed within the limits of disturbance. At no time will the builder be allowed to remove or place snow on roadways and shoulder or adjacent lots or open space.
16. The ACC. may require, at any time, a reasonably expanded site cleanup, to include roadways, open space and trails adjacent to the lot.
17. All roadway regulations are strictly enforced as posted.
18. All construction signage must be pre-approved by the ACC.
19. At no time will the removal or modification of the following items be allowed: roadways, curbs, shoulders, guardrails, tunnels, bridges, welded fire walls, fences, utilities and landscaping. The Contractor and owner will be responsible to pay for any damage to these items.

Initial / Date

20. Violations of these rules and Regulations will be regulated by the ACC. The Owner's Security Deposit will be the first source of payment for any assessment. Additional damages will be the personal responsibility of Owner(s). Noncompliance assessment items shall be as follows:

- 1st. Verbal notice, followed up with written notice.
- 2nd. Written Notice with specific time frame to comply.
- 3rd. Notice of failure to comply will be sent to Owner and Contractor resulting in the ACC completing the work and assessing the lot owner.

By signing this, I am declaring that I have read and initialed each page of this document containing the Policies and Procedures for the ACC of Eagle Ridge. Having been made aware of these Policies and Procedures, I agree to observe and conform therewith and to communicate all information herein to all parties involved with the construction of any structure on any said lot as submitted to the ACC.

Owner : _____ Date _____

Contractor: _____ Date _____