

**BURNT STORE LAKES PROPERTY OWNERS ASSOCIATION, INC.  
POLICY/PROCEDURE STATEMENT**

**REQUIREMENT FOR NEW HOME CONSTRUCTION & ADDITIONS**

**Purpose:** To establish a procedure and requirements for property owners prior to new home construction, additions to existing buildings or pool construction and to protect the Association and all property owners from the risk of incomplete structures, grading, landscaping, etc.

**Procedure:** Prior to commencement, the property owner must contact the Board of Directors by submitting for review, by the Architectural Review Committee (ARC), documentation of their intention to build. Above ground swimming pools are not considered for approval and shall not be allowed. The ARC shall recommend to the assigned Director of their findings. The procedure is described as follows:

1. The Application package containing the appropriate documentation shall be submitted to the BSLPOA Office by the property owner or the builder.
2. A Performance & Completion Bond (P&C), as per the Deed Restrictions, Section 4, shall be submitted to the BSLPOA Office by the builder. In lieu of a P&C, the builder may enter into an Escrow Agreement whereby \$10,000 may be held without interest until such time as the Association receives a copy of the Final Certificate of Occupancy and as further outlined in the Agreement.
3. After review of the submitted documents, ARC will advise the assigned Director if the proposed construction and building site is in compliance or non-compliance with the Deed Restrictions.
4. The Secretary of the Association, at the direction of the Chair of the ARC Committee, shall notify the property owner in writing of any omitted documents or recommendation for approval to the Board of Directors. The property owner holds the responsibility to respond within the required time frame.
5. When a landscaping plan is unavailable as part of the original application package, a thirty (30) day grace period may be granted from the original date of approval. The property owner is responsible to submit the landscape plan within thirty (30) days for further recommendation for approval. When a landscape plan is not submitted to ARC, the Chair shall notify the property owner in writing that the plan shall be submitted within one (1) week. When a plan is not received within the one (1) week, the matter may be referred to the Association's attorney.
6. Landscaping Requirements shall include, but not be limited to the following:
  - a. Ground cover: Full sod around all four sides of the property which shall extend to the pavement line with an underground irrigation system.
  - b. Foundation Plants: 2.2 gallon minimum plant size, in sufficient quantity to the lines of the house.
  - c. Accent Plants: 2.2 gallon minimum plant size.

- d. Trees: Charlotte County code tree requirements are enforced with palm tree substitutions allowed on a case by case basis. All plantings must be clearly shown and identified on a landscape plan.
- e. Plantings used to create a boundary or 'hedgerow' not to exceed 3 feet in height must be formally submitted to ARC for recommendation to the Board of Directors.
7. The property owner is responsible for the actions of their contractor until completion of construction. This includes the contamination of the job site and surrounding areas with debris and/or building materials. Policy 3B "Clean Site Program" shall be in effect for all construction. Any issues resulting from the construction that cannot be resolved through this program or by the Board of Directors shall be referred to the Association's attorney.
8. Any revisions to the original statements or documentation after the original submission and approval must be re-submitted to the ARC for consideration and recommendation for approval. **Once a home, addition or pool is completed, it may be inspected to insure compliance with the approved building package submissions.**
9. Upon request, the house plans provided to the Association shall be returned to the property owner after the Final Certificate of Occupancy is granted and the 'As-Built Survey' is received. The request should be made within thirty (30) days of receipt of these documents.

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