

.CONSTRUCTION/SITE IMPROVEMENT COMPLIANCE APPLICATION

I. INTRODUCTION

- a. The application states the requirements for new construction, site property identification, enlargement and additions, site improvements, and construction regulations and restrictions.
- b. Also included in the application are the Fee Schedule, Construction and Site Fine Schedule and the Tink Wig Property Owners Association (TWPOA) Building Compliance Application.

II. COMPLIANCE APPLICATION

The TWPOA certificate must be posted in clear view adjacent to Township permit(s) if applicable, at construction site.

- a. No certificate will be issued to a member/owner of Tink Wig who has not paid in full all their dues, fines, and assessments, or who is not up to date on an approved Board payment plan for current year dues and all other dues, fines and assessments on all lots owned in the Association.
- b. The TWPOA Management office will laminate/weather proof any permits or compliances that need to be posted.

III. TYPES OF IMPROVEMENTS (DEFINITION)

- a. New Construction
 - i. New residential home
 - ii. New garage (detached or attached)
- b. Enlargements & Additions
 - i. Additional residential space
 - ii. Open or screened deck or porch
- c. Site Improvements
 - i. Fences
 - ii. Dog Run
 - iii. Driveway modification
 - iv. Installation of new driveway
 - v. Sheds

IV. NEW RESIDENTIAL & NEW DETACHED GARAGE CONSTRUCTION

The following will be submitted to Tink Wig Property Owners Association (TWPOA) before any clearing or work of any kind on the construction site with a complete “TWPOA Building Compliance Application”.

- a. Complete set of detailed plans along with a survey by a licensed surveyor. The plans will be kept on file as the property of TWPOA.
- b. Proof of ownership.
- c. Zoning/Permit issued by Township
- d. Site plan must be submitted indicating the location of the home, garage, driveway, decks, well, septic and setbacks. This will remain the property of TWPOA.
- e. Septic permit from Township.
- f. One copy of the Township Building Permit (not returnable).
- g. A check, cash or credit card for applicable compliance fee.
- h. Elevation views of Structure.
- i. Completed TWPOA Tree Compliance Form.
- j. From date of approval issuance owner has 12 months to fully complete construction of new residential home/new detached garage, unless special arrangements have been made with the Association.
- k. Contractor must submit copy of insurance certificate verifying one-million-dollar liability coverage, and will name TWPOA as a certificate holder when applicable (not needed for driveway paving).
- l. Agree to allow access to authorized TWPOA representative(s).

V. SITE/PROPERTY IDENTIFICATION AND REQUIREMENTS FOR NEW BUILDINGS

- a. Property and Boundary Markers – Each property shall have a minimum of four (4) corner markers (steel pins driven into the earth) indicating the boundary property lines of the Township approved section plan by a licensed surveyor.
- b. Location of House(s) – A minimum of four (4) wooden stakes driven in ground to be installed indicating the corners of where the house will be located. They must have the word “House” on stake with a dark marker.
- c. Driveway Location Markers – A minimum of two (2) stakes driven into the ground to mark the driveway entrance and any exit. These stakes must have the word “Driveway” on stake with a dark marker.
- d. Septic and Well Areas – Septic and well areas must be defined with wooden stakes. These stakes must have the word “well or septic” written on them with a dark marker. Septic must be a minimum of 100 feet from any well, or as required by authorities.
- e. Tree Identification Requirements – Any and all tree removal outside excavation for construction must be identified by visible markers and approval given by TWPOA.

- f. All excavated stumps must be removed from the site. No debris or stumps can be buried on property.
- g. Inspection Requirements – Contractors must notify TWPOA upon completion of footings, submit foundation location survey and prior to construction of foundation walls.

VI. ENLARGEMENTS, ADDITIONS & SITE IMPROVEMENTS

A compliance application shall be made to TWPOA for any enlargements, additions, and site improvements which includes 1) an addition; 2) exterior alterations; 3) decks and porches; 4) expansion and or change of driveway location; 5) sheds; 6) fences; 7) any and all construction which alters or changes the exterior appearance of the original structure; 8) Tree houses; 9) Swimming Pool; 10) Gazebo; 11) Carport.

- a. The following items must be submitted with the Application for enlargements, additions and site improvements:
 - i. Complete set of detail plans.
 - ii. Set of detailed specifications
 - iii. Site plan indicating any and all existing buildings, driveways, and with location of any existing easements and restrictions.
 - iv. Copy of the approved building permit from the Township (if needed).
 - v. A check, cash or credit card for compliance fee, payable to TWPOA.
 - vi. A signed statement by owner agreeing that all changes will be complete within six (6) months.
 - vii. Contractors must submit copy of insurance certificate
 - viii. Zoning approval from Township
- b. The following items must be submitted with application for site improvements.
 - i. A site plan indicating the size and location of the fence, dog run, shed, driveway improvement, carports, swimming pool and gazebo. The site plan must include setbacks.
 - ii. Detail specifications sheet indicating the construction material.
 - iii. Picture of the site showing existing conditions where improvements be made in relation to existing residential building.

VII. DESIGN REQUIREMENTS

- a. New residential homes restricted to one family.
- b. Setback Requirements – Minimum residential building setbacks must be in accordance with Township and TWPOA setback requirements for each lot as stipulated in the Restricted Covenants.
- c. All new single-family home construction must have a minimum 1120 square feet of living space, not including finished areas in basements and lower levels of a raised ranch, garages, enclosed porches or attics. Maximum height is thirty (30) feet from average grade to the highest point of roof.
- d. New dwellings must be placed on a continuous permanent foundation. Complying with building code or wall manufacturers requirements.
- e. Clearing of trees is to be kept to a minimum and removal is limited. Trees’ are permitted to be removed for building construction, septic tank installation or if a tree endangers the building or is diseased or rotten. Trees being removed are to be marked and require approval of TWPOA before removal begins and must be removed in an orderly fashion. Only 50% of property can be cleared.

- f. Prior to the construction of a new home, new driveway, or the modification and relocation or paving of an existing driveway, the contractor/owner must contact TWPOA to determine driveway requirements. When the property has a roadside culvert, the contractor and owner have the responsibility to install a culvert pipe for any crossing of the culvert. The pipe shall be a minimum of twelve (12) inches, or larger, as determined by the amount of anticipated water flow. The pipe shall support any loads imparted by vehicle traffic, most notably a fire truck. The actual size of the culvert pipe will be confirmed by the Ting Wig Board of Directors after reviewing specifications submitted by the property owner. The installation of a culvert pipe shall be at the proper depth and pitch as to not impede the natural flow of any surface water, preventing any and all ponding. Any exception to these requirements shall be submitted and approved by TWPOA prior to the start of construction.
- g. Property owner shall be responsible to insure a gravel or hard surface vehicle parking provision of no less than two (2) vehicles on the property in addition to any garage or structure.
- h. **Fence** – Post and rail fencing or similar style is the only fencing permissible in front of the house. Fencing must be installed 3 ft. inside property line. Four-foot-high picket fencing can be used in rear yards only. Rear yard – A back yard extends from the back corners of the house and extends to the back property line. The area to the sides of the house are not included in the rear yard. Chain link dog runs can be used in back yards only and cannot exceed dimensions of 6 (six) feet by 18 (eighteen) feet with 5 (five) foot high.
- i. No property owner may install/maintain an outside light that illuminates beyond the owner's property boundaries in a manner which may be deemed a nuisance/annoyance by adjoining/surround property owners.
- j. **Authorized Signs** – Security signs are permitted on the property for protection by an authorized alarm company.
- k. No other signage either temporary or permanent is permitted to be installed/erected on property with the exception 911 signage or Realtor signage.
- l. **Design Modifications** – Any and all exterior changes made after the original plan approval by TWPOA shall be submitted to the architectural committee for review and approval by the Board of Directors prior to actual structural alteration. A fifty (\$50.00) dollar fee shall accompany each change.

CONSTRUCTION REGULATIONS AND RESTRICTIONS

1. All property owners and contractors shall comply with all rules and regulations of all governmental bodies: Federal, State, County and Township and accept full responsibilities for compliance.
2. Building Contractor working hours:
Monday – Friday: 7:00 AM - 6:00 PM
Saturday: 8:00 AM - 4:00 PM
No work permitted on Sunday or legal holidays. (See Construction and Site schedule #11).
3. All contractors and subcontractors performing work in Tink Wig must carry adequate liability insurance. Accident coverage for all vehicles and equipment operating on the roadways of TWPOA. An Insurance Certificate evidencing such current coverage shall be filed with TWPOA prior to the issuance of certificate. The insurance must include workman's compensation for all general contractors and subcontractors.
4. No tracked vehicles of any type shall be permitted on roads. When such equipment is required at the construction site, the equipment must be trucked to the work site and unloaded onto the site.
5. No residential type house trailers are permitted.
6. Modular homes cannot be brought on the property of Tink Wig until the day they are to be set. There are no placing of storage units or trailers allowed on Tink Wig roads. The office must be notified twenty-four hours prior to delivery of modular homes, as not impede traffic flow or safety.
7. It is the responsibility of the contractor to post all required permits prior to excavation, lot clearing and construction.
8. An inspection of the site will be made by TWPOA after site is marked and all trees are marked according to Tink Wig guideline. A roadside photo will be taken by TWPOA to record tree locations. The contractor shall notify the office when the site is ready for inspection.
9. It is the responsibility of the contractor to monitor his employees or subcontractors with regards to their obeying speed limit rules and regulations of TWPOA.
10. All heavy equipment will be transported by trailer when on Tink Wig property (see Construction and Site Fine Schedule).
11. During construction activities the site shall be cleaned up on a daily basis by the building contractor.
12. It is the sole responsibility of the property owner in coordination with their contractor to restore earth, grass, road earth way, and the owner's property line.
13. There will be no burning of construction material or construction renovation debris. All materials and debris must be hauled away from property.
14. It is the responsibility of the contractor to prevent any disturbance, diversion, blockage or stoppage of any natural or man-made drainage, flow of water spring stream of surface water flow, unless all plans for such disturbance have been submitted in advance and approved by Tink Wig and all appropriate governmental agencies.
15. It is the responsibility of the building contractor not to create, install or develop drainage provisions that will affect another property beyond that which he has contracted for. Any and all internal water or drainage problem is the sole responsibility of the building contractor and property owner.

16. The Executive Director is authorized and may impose a weight restriction of 10 Tons on the roads of Tink Wig.
17. Any construction vehicle(s) weighing over 5 Tons is prohibited from using the bridge on Clubhouse Drive

CONSTRUCTION & SITE FINE SCHEDULE

1. Any contractor not posting required permits on site prior to commencement of the work specified or to any kind of construction without a permit during any phase of construction, is subject to a fine \$25.00 (twenty-five dollars) per day.
2. Any contractor clearing and excavating land before a compliance certificate is granted is subject to a fine of \$500.00 five hundred dollars).
3. Any contractor/home owner who does any type of construction work on a building/home without a required compliance certificate is subject to a fine of \$250.00 (two hundred fifty dollars) per day.
4. Any contractor responsible for running track machines on any private road of TWPOA is subject to a fine of \$500.00 (five hundred dollars) plus cost of repairing roads if damage is done.
5. Any contractor who burns any construction material or debris within TWPOA is subject to a fine of \$500.00 (five hundred dollars) per occurrence..
6. Any construction extension continuing prior to approval being granted by TWPOA is subject to a fine of \$250.00 (two hundred fifty dollars) per day.
7. Any construction with an expired compliance certificate by a contractor is subject to a fine of \$250.00 (two hundred fifty dollars) per day.
8. Any deviation from approved plan without TWPOA approval will result in an immediate work stoppage and is subject to a fine of \$500.00 (five hundred dollars).
9. Any building contractor not abiding by construction work hours is subject to a fine of \$100.00 (one hundred dollars) per occurrence.
10. The owner who contracts or has installed any work which requires a compliance certificate for a residential home, detached garage, open or screen deck or porch, paving a driveway without a required culvert, exterior alterations of building is subject to a \$500.00 (five hundred dollar) fine and removal of such work, if necessary, if such work does not conform to approved guidelines of TWPOA.

NOTE: All fines levied against the property for breach of construction regulations and restrictions are the responsibility of the property owner.

TINK WIG FEE SCHEDULE

1. All documents as specified for obtaining a TWPOA building compliance must be submitted to the Architectural Committee for review and recommendation. All applications must be approved by the TWPOA Board of Directors. It is highly recommended that all documentation be submitted 30 days prior to a Board meeting.
2. Upon receipt of the complete application the following fees must be paid. Checks can be made payable to TWPOA.
3. Appropriate township permits, if applicable, must be posted before the start of construction/renovation.
4. All compliance fees are non-refundable

NEW CONSTRUCTION

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| 1. New Residential Home | \$500.00 |
| 2. New Garages/Carport | \$100.00 |

ENLARGEMENTS AND ADDITIONS

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| 1. Additions to Residential Living Space | \$100.00 |
| 2. Open or Screened Porch, Deck or Gazebo | \$50.00 |
| <i>A screened porch is either an existing deck that is screened or a new structure attached to the house. A deck is building a new deck or expanding an existing deck.</i> | |
| 3. Above/In ground Pool | \$75.00 |
| <i>Owner is responsible for staking size/location of pool</i> | |

SITE IMPROVEMENTS

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| 1. Fence | \$50.00 |
| <i>Owner is responsible for staking property line and fence location</i> | |
| 2. Shed | \$50.00 |

BOAT STORAGE RACK	\$50.00
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This is an annual fee that is required to be paid by member if they are awarded a boat storage rack for their canoe or rowboat.

BOAT RAMP KEY

\$25.00

*This is a deposit and will be returned to member if key is returned to
TWPOA*

RESALE CERTIFICATE

\$100.00