



Dogwood Lake Policy/Procedure

Subject: Lot Improvement Policy

Revision: 001

Purpose: To best describe the procedure to be taken to request approval for a permit to build or construct any permanent improvements to any lot within Dogwood Lake.

Reference: Declaration of Covenants, Dogwood Lake - Article 4, Paragraph A

Applies To: All Association Members

Glossary:

- a. Association Member: Any property owner within Dogwood Lake
- b. Environmental Committee: Appointed association members that review all such permanent improvements.
- c. Cease Work Order: Written or verbal notification that a permanent building or construction must halt.
- d. Board of Directors: Elected or appointed association members who shall govern Dogwood Lake.
- e. Suspension of Privileges: Revocation of Dogwood Lake privileges.

Policy: It shall be the policy of Dogwood Lake Environmental Committee to require that any association member building or constructing any permanent improvements to any lot be required to submit for approval, to the Environmental Committee, all plans in writing before such building or construction begins. The language set forth in this policy is to enforce consistency and safety.

Approval Process

1. All association members are required to submit all plans in writing to the Environmental Committee before such building or construction shall begin.
2. Approval forms may be picked up in the clubhouse and returned to the clubhouse for approval.
3. The Environmental Committee shall expeditiously review each plan and determine if it can be approved.
4. Each plan, approved or disapproved, will be kept in the association member's lot-specific file.
5. Each plan shall include, but not be limited to, the following:
 - a. Begin date
 - b. Completion date
 - c. Material to be used

- d. Who will be performing the work
 - e. Physical layout
 - f. Dimensions of improvement
 - g. Heavy equipment to be used (if applicable)
 - h. Plan layout.
6. If a plan is unclear, or is questionable, it is the responsibility of the Environmental Committee to establish communication with the association member concerning the issue.
 7. Once the Environmental Committee has issued approval in writing, a permit will be issued which must be visibly displayed during the entire process of improvement. Permits must be renewed after 90 days if work has not been completed. If the renewal period is exceeded the requesting member shall come before the Board of Directors for an extension of the permit.
 8. If an association member decides to change a plan, a revised permit request must be submitted for approval by the Environmental Committee. (NOTE: Only the changes shall require approval.) The Environmental Committee shall have the right to halt construction if changes deem it necessary.
 9. Any building or construction being performed without written approval by the Environmental Committee shall be issued a cease work order. If the work continues without approval, the Dogwood Lake Board of Directors can enforce penalties up to and including suspension of privileges and legal action.
 10. If at any time, damage to the infrastructure of Dogwood Lake has occurred the association member shall be held responsible.

Improvements Requiring Approval

The following is a list of improvements requiring approval. Approval is not limited to the items listed below. Please direct all improvements in question to the Environmental Committee.

1. Decks
 - a. Estimated begin and completion date
 - b. Physical layout
 - c. Who is performing the work
 - d. Heavy equipment to be used
 - e. Materials to be used
 - f. Construction type
2. Retaining walls and Backfill
 - a. Estimated begin and completion date
 - b. Physical layout
 - c. Who is performing the work
 - d. Heavy equipment to be used
 - e. Materials to be used
 - f. Construction type
3. Shelters/Patio covers
 - a. Estimated begin and completion date

- b. Physical layout
 - c. Who is performing the work
 - d. Heavy equipment to be used
 - e. Materials to be used
 - f. Construction type
4. Water Line Access
 - a. Estimated begin and completion date
 - b. Who is performing work
 - c. Heavy equipment to be used
 5. Sewer Line Access
 - a. Estimated begin and completion date
 - b. Who is performing the work
 - c. Heavy equipment to be used
 6. Underground Electric Lines
 - a. Estimated begin and completion date
 - b. Who is performing the work
 - c. Physical Layout
 7. Tree Removal
 - a. Estimated begin and completion date
 - b. Who is performing the work
 - c. Size of tree
 - d. Position of tree
 - e. Drop zone
 8. Sheds
 - a. Estimated begin and completion date
 - b. Size 120 square foot limit
 - c. Construction type
 - d. Who is performing the work
 - e. Plan layout
 - f. Physical layout
 - g. Materials to be used
 9. Screened in Porches and Porches with Glass
 - a. Minimum amount of screen and/or glass is 60%
(NOTE: Amount to be determined by measurement of actual screen and/or glass areas. Frames cannot be included as part of the minimum measurement)
 - b. Estimated begin and completion date
 - c. Construction type
 - d. Who is performing the work
 - e. Plan layout
 - f. Physical layout
 - g. Materials to be used
 - h. Heavy equipment to be used
 10. Concrete or Flatwork
 - a. Estimated begin and completion date
 - b. Physical Layout
 - c. Heavy equipment to be used

11. Carport Structures
 - a. Estimated begin and completion date
 - b. Construction type
 - c. Who is performing the work
 - d. Plan layout
 - e. Physical layout
 - f. Materials to be used
 - g. Heavy equipment to be used
12. Antennas or Satellite Dishes
 - a. Height
13. Dog Kennels or Pens
 - a. Estimated begin and completion date
 - b. Physical Layout
 - c. Materials to be used
 - d. Heavy equipment to be used

Original: Mike Manno, February 2007

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