

Savannah Quarters®

DESIGN STANDARD FORMS
for
Westbrook at
Savannah Quarters®

Revised Date: February 2019

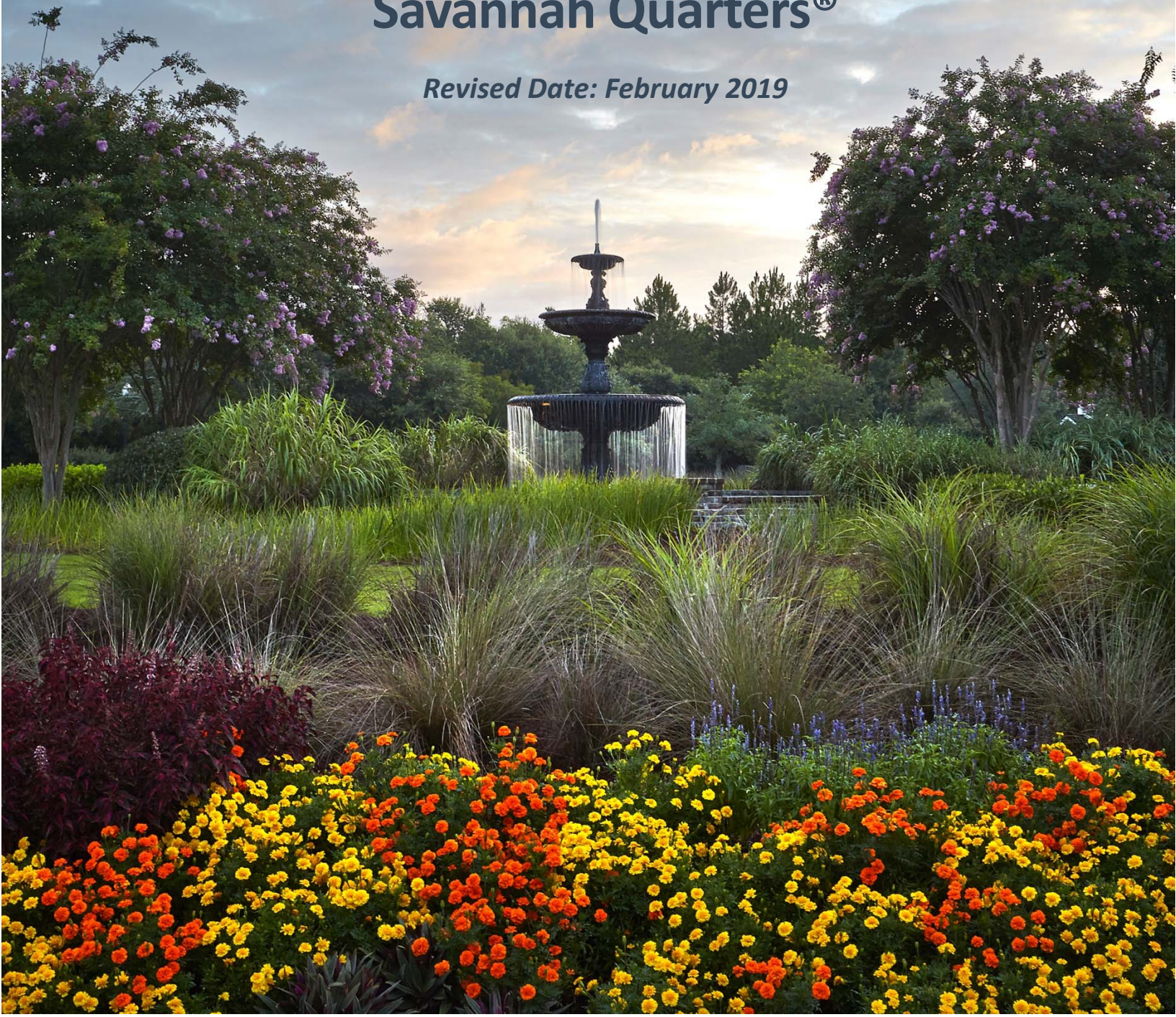


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ARC Forms

Form 100 – Architect/Designer Qualifications

PURPOSE OF APPLICATION

- Design Project as requested by Westbrook Lot Owner
- Request for pre-qualification
- Other*

** If OTHER, please give details on a separate sheet and attach it to this form.*

Please note: If an architect/architectural firm is submitting this form for purposes of pre-qualification, please ignore the following requirements for Savannah Quarters® Owner Information.

OWNER INFORMATION

Owner Name: _____ Phone: _____

Construction Address: _____ Lot # _____

Firm Name: _____ Date Established: _____

Firm Address: _____

Primary Contact: _____

Email: _____ Phone: _____

Type of Organization:

- Individual or Sole Proprietorship
- Professional Corporation/Association
- Corporation
- Partnership
- Joint Venture*
- Other*

** If Joint Venture or Other, please give details on a separate sheet and attach it to this form.*

QUALIFICATIONS OF PRINCIPLES

NAMES OF PRINCIPLES OF THE FIRM

YEARS OF PRACTICE

- 1. _____
- 2. _____
- 3. _____

EDUCATION OF PRINCIPLES

DEGREE(S) EARNED

INSTITUTION

YEAR

- 1. _____
- 2. _____
- 3. _____

LICENSING

STATE(S)

YEAR

LICENSE

SERIAL NO.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

CERTIFICATION

NCARB CERTIFICATE DATE

NCARB SERIAL NO.

- 1. _____
- 2. _____
- 3. _____

PROFESSIONAL AFFILIATIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

HONORS & AWARDS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

PROFESSIONAL & CIVIC INVOLVEMENT

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please submit six examples of projects of similar size and scope to the work you wish to perform at Savannah Quarters®. Required information must include photographs or renderings of the project, location, date of completion, square footage, basic description of scope, cost of construction as well as the Principal- in-Charge from your firm. Materials must be submitted in a format no larger than 11 x 17 and shall be attached to this form. Materials will not be returned.

RELEVANT PROJECT EXPERIENCE

PROJECT NAME	LOCATION	DATE OF COMPLETION
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

REFERENCES

A. Provide two contractor references: include name or organization, contact person, telephone number and address

1. _____

2. _____

B. Provide references from two past clients: include name, telephone number and address

1. _____

2. _____

C. Provide references from two clients where work is currently underway: include name, telephone number and address

1. _____

2. _____

SIGNATURE OF PRINCIPLE

SIGNATURE _____ DATE _____

PRINT NAME _____

The purpose of this form is for the Architectural Review Committee of Savannah Quarters® to evaluate the qualifications of architects who wish to perform work. Approval by the ARC is not a warranty or guarantee by the ARC as to the qualifications of any professional, but rather specifies that the professional has met the minimum requirements deemed necessary by the ARC to work within Savannah Quarters®.

Form 110 - Landscape Professional Qualifications

PURPOSE OF APPLICATION

- Design Project as requested by Westbrook Lot Owner
- Request for pre-qualification
- Other*

** If OTHER, please give details on a separate sheet and attach it to this form.*

Please note: If a landscape professional or firm is submitting this form for purposes of pre-qualification, please ignore the following requirements for Savannah Quarters® Owner Information.

OWNER INFORMATION

Owner Name: _____ Phone: _____

Construction Address: _____ Lot # _____

Firm Name: _____ Date Established: _____

Firm Address: _____

Primary Contact: _____

Email: _____ Phone: _____

Type of Organization:

- Individual or Sole Proprietorship
- Professional Corporation/Association
- Corporation
- Partnership
- Joint Venture*
- Other*

** If Joint Venture or Other, please give details on a separate sheet and attach it to this form.*

QUALIFICATIONS OF PRINCIPLES

NAMES OF PRINCIPLES OF THE FIRM

YEARS OF PRACTICE

- 1. _____
- 2. _____
- 3. _____

EDUCATION OF PRINCIPLES

DEGREE(S) EARNED

INSTITUTION

YEAR

- 1. _____
- 2. _____
- 3. _____

LICENSING

STATE(S)

YEAR

LICENSE

SERIAL NO.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

PROFESSIONAL AFFILIATIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

HONORS & AWARDS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

PROFESSIONAL & CIVIC INVOLEMENT

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Please submit four examples of projects of similar size and scope to the work you wish to perform at Savannah Quarters®. Required information must include **photographs** or **site plan renderings** of the project, location, date of completion, site acreage, and basic description of scope, cost of project as well as person responsible. Materials must be submitted in a format no larger than 11 x 17 and shall be attached to this form. Materials will not be returned.

RELEVANT PROJECT EXPERIENCE

PROJECT NAME	LOCATION	DATE OF COMPLETION
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Form 110 - Landscape Professional Qualifications (cont.)

REFERENCES

A. Provide references from two past clients: include name, telephone number and address

1. _____

2. _____

B. Provide references from two clients where work is currently underway: include name, telephone number and address

1. _____

2. _____

SIGNATURE OF PRINCIPLE

SIGNATURE

DATE

PRINT NAME

The purpose of this form is for the Architectural Review Committee of Savannah Quarters® to evaluate the qualifications of Landscape Professionals who wish to perform work. Approval by the ARC is not a warranty or guarantee by the ARC as to the qualifications of any professional, but rather specifies that the professional has met the minimum requirements deemed necessary by the ARC to work within Savannah Quarters®.

Form 120 – Contractor Qualifications

PURPOSE OF APPLICATION

- Pre-Qualification
- Project for Client (Please complete the following)

Client Name: _____ Lot #: _____

Construction Address: _____

Name of Company: _____

Firm Address: _____ City: _____ State: _____

Primary Contact: _____

Email: _____ Phone: _____

Type of Organization:

- Corporation
- Partnership
- Individual
- LLC
- Other

ORGANIZATION

How many years has your organization been in business as a contractor?

How many years has your organization been in business under its present business name?

Has your organization operated under any other or former names? If so, please list.

Has your organization or any member of your organization filed for bankruptcy or protection from creditors either as an individual or as a company?

- NO
- YES

EXPERIENCE

A. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding with your organization or its members or officers?

- NO
- YES (attach explanation)

B. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

- NO
- YES (attach explanation)

Form 120 – Contractor Qualifications (cont.)

- C. On a separate sheet, list major construction projects your organization has in progress, giving the name of the project, owner, contract amount, percent complete and schedule date of completion. **Attach photos** and state total worth in progress and under contract.
- D. On a separate sheet, list the five major projects has completed in the past five years, giving the name, address and telephone number of project, owner, contract amount, date of completion and percentage of the cost of the work performed with your own forces. Please **attach photos**.
- E. State average annual amount of construction work performed during the past five years.

REFERENCES

- A. Provide two Architect/Engineer references: include name of organization, contact person, address and telephone number

1. _____

2. _____

- B. Provide references for two clients where work is currently underway: include name, address and telephone number

1. _____

2. _____

- C. Provide references from two past clients: include name, address and telephone number

1. _____

2. _____

- D. Provide one bank or surety reference: include name of organization, contact person, address and telephone number

1. _____

Form 120 – Contractor Qualifications (cont.)

FINANCES

Attach a financial statement including your organization’s latest balance sheet and income statement showing the following items:

- A. Current Assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses)
- B. Net Fixed Assets
- C. Other Assets
- D. Current Liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
- E. Other Liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)

LICENSURE/CERTIFICATION

Copies of the following documents must be attached to this form for approval:

- A. Valid Contractor’s License for the State of Georgia
- B. Georgia Soil and Water Conservation Commission Certification - Level 1A

In addition, a copy of your OSHA Safety Manual may be requested.

SIGNATURE

The information provided on this form and in attached documents are true and sufficiently complete so as to not be misleading.

Name of Organization: _____

By: _____

Title: _____

License: _____

Signature: _____

Date: _____

The purpose of this form is for the Architectural Review Committee of Savannah Quarters® to evaluate the qualifications of builders desiring to construct homes on the premises. Approval by the ARC is not a warranty or guarantee by the ARC as to the qualifications of any professional, but rather specifies that the professional has met the minimum requirements deemed necessary by the ARC to work within Savannah Quarters®.

Form 200 – New Construction Application

SUBMISSION INFORMATION

This application must be accompanied by a check made out to **Westbrook HOA**.

**See Fee Schedule for appropriate fees*

Construction Address: _____ Lot #: _____

Owner Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Architect Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Landscape Professional Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Builder Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

PROPOSED BUILDING DATA

Item	SQ.FT. including all exterior and interior wall construction
Total Building Footprint <i>(Including all outbuildings, garages, and decks)</i>	

LOT COVERAGE CALCULATION

Lot Measurement (Total Square Footage)		
Building(s) Measurement (SF) + lot coverage	SF	%
Hardscape Measurement (SF) + % lot coverage	SF	%
Total Lot Coverage (Building + Hardscape)	%	

HEATED AREA, MAIN HOUSE

Basement	
First Floor	
Second Floor	
Attic	
Total	

HEATED AREA, OUTBUILDINGS

Basement	
First Floor	
Second Floor	
Attic	
Total	

TOTALS

Total Heated Area (All Structures)	
Main Floor Elevation <i>Finished Floor Level (FFL) above Finished Grade</i>	
Existing Ground Elevation <i>Above MSL at Building</i>	
Elevation of Highest Point <i>Of Building Main Ridge</i>	

DRAINAGE COMPLIANCE AGREEMENT

STATEMENT

It is the responsibility of each Owner to direct drainage away from each building on their site in a manner that avoids the creation of drainage problems for adjacent neighbors. It is a requirement of the ARC that each Owner employ the services of a professional registered engineer to design a drainage plan appropriate for the specific building site as it pertains to elevations for foundations, sub-surface drainage, storm water run-off, final grades and the installation of a gutter system. A drainage plan is required at both phases of design submittals and is a critical component to the impact placed on the natural environment.

I understand and fully agree to comply with this requirement.

Owner Name: _____

Address: _____ **City, State Zip:** _____

Email: _____ **Phone:** _____

Construction Address: _____ **Lot #:** _____

SIGNATURE OF OWNER

OWNER #1 SIGNATURE

DATE

PRINT NAME

OWNER #2 SIGNATURE

DATE

PRINT NAME

Form 210 – Exterior Change Application

Owner Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Architect Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Landscape Professional Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Approved Builder Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Attach plat for Easement Review

Description of Requested Change:

Requirements: Please attach any drawings that will appropriately convey the proposed work and the changes requested. Approval process may take up to 30 days. Please also note, once approval has been given, work must commence *within 30 days*.

Printed Name of Applicant

Date

Signature of Applicant

DRAINAGE COMPLIANCE AGREEMENT

STATEMENT

It is the responsibility of each Owner to direct drainage away from each building on their site in a manner that avoids the creation of drainage problems for adjacent neighbors. It is a requirement of the ARC that each Owner employ the services of a professional registered engineer to design a drainage plan appropriate for the specific building site as it pertains to elevations for foundations, sub-surface drainage, storm water run-off, final grades and the installation of a gutter system. A drainage plan is required at both phases of design submittals and is a critical component to the impact placed on the natural environment.

I understand and fully agree to comply with this requirement.

SIGNATURE OF OWNER

Print Name

Date

Owner Signature

Form 230 - Request for Variance

Owner Contact Information

Name: _____

Address: _____

City, State Zip: _____

Email: _____ Phone: _____

Construction Address: _____ Lot #: _____

Description of Variance:

Justification for Variance:

Requirements: Please attach any drawings that will appropriately convey the proposed work and justify the variance being requested.

Printed Name of Applicant

Signature of Applicant

Date

Form 300 - Application for Front Door & Exterior Color Review

EXTERIOR FINISHES

Please note that all materials must be specified and a sample board must be included for final submission.
(*) Must provide pictures and specifications.

Construction Address: _____ Lot #: _____

ITEM	MATERIALS & FINISHES	COLOR	MANUFACTURER
ROOFING			
SIDING			
FASCIA/TRIM			
SOFFIT			
GUTTERS			
*FRONT DOOR			
*GARAGE DOORS			
OTHER DOORS			
*HANDRAILS			
*PICKETS			
*COLUMNS			
*WINDOWS/FRAMES			
MULLIONS			
*SHUTTERS			

Form 300 - Application for Front Door & Exterior Color Review (cont.)

ITEM	MATERIALS & FINISHES	COLOR	MANUFACTURER
CHIMNEY/*CHIMNEY CAPS			
DECKS			
DRIVEWAY			
WALKS/PATIO			
*EXTERIOR LIGHTING			
DOCKS			
BULKHEAD			
EXPOSED FOUNDATIONS			
POOL/SPA			
OTHER			
OTHER			
OTHER			

Description of project if addition or alteration:

Person of contact for the project:

The following person is the point of contact for the project and may be contacted in the event of an emergency or urgent matter requiring immediate response:

Name: _____ Phone: _____

Alt Phone: _____ Email Address: _____

Form 400 - Care of Trees Policy

This Policy must be signed by all parties listed below before obtaining the Savannah Quarters® Building Permit.

STATEMENT OF SIGNATURE

The existing trees are one of the most valuable components of the natural beauty of Savannah Quarters®. Trees contribute to the value of each individual lot by enhancing appearance, guarding privacy, reducing noise, lowering energy consumption and costs as well as attracting wildlife. Savannah Quarters® and its appointed Architectural Review Committee is very concerned with the protection of existing trees during the construction process and is committed to your adherence to the policies and protective measures outlined in the Landscape Guidelines section of the DESIGN STANDARDS FOR WESTBROOK. By signing this policy, you are agreeing that you have read the guidelines and that you agree to uphold these measures throughout the entirety of the construction process.

The guidelines provide that no trees greater than 6" in diameter measured 4' above grade may be removed without written approval of the ARC. Owners and their selected Design Team should be sensitive when locating structures on the site to minimize the disruption of existing trees. In addition to conscientious site planning, the following are requirements during construction:

1. All trees deemed significant by the ARC must be marked and protected from damage during construction. Appropriate fencing (as denoted in the guidelines) must be erected and maintained around the drip line.
2. Vehicle/equipment parking and storage areas for materials may not occur within the drip line of trees deemed significant by the ARC.
3. Adequate drainage must be accounted for to prevent ponding of water around the base of trees.
4. Soil compaction as well as added infill around the base of trees must be avoided so as not to damage the tree's roots.
5. Installations of underground utilities shall be performed in a manner to avoid damaging the root systems of significant trees. Trenches within the drip line of significant trees must be dug by hand.
6. If, in the judgment of the Architectural Review Committee, a significant tree is damaged or destroyed as a result of carelessness, the Owner may be required to plant suitable replacements.

Owner Signature	Date	Printed Name
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Builder Signature	Date	Printed Name
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Form 500 - Construction Agreement

This Policy must be signed by all parties listed below before obtaining the Westbrook Building Permit.

STATEMENT OF SIGNATURE

The rules and regulations listed below are intended to protect the exclusiveness of Savannah Quarters®, the pristine natural environment, the privacy and security of the Owners as well as provide a safe and positive working environment for Approved Builders and their personnel. It is critical to the ARC that the construction process create as little disturbance and inconvenience to the residents as possible. *By signing this document, you are agreeing to uphold these standards and are responsible for the actions of each of your employees.*

1. **KNOWLEDGE OF THE GUIDELINES:** Approved Builders must read and understand the [DESIGN STANDARDS FOR WESTBROOK](#) and agree to follow all practices and processes therein knowing that fines will be levied per violation. It is the Builder's responsibility to make sure *all* subcontractors know and follow the rules and regulations.
2. **SIGNS + PERMITS:** A construction sign denoted by Savannah Quarters® may be posted at each construction site identifying the Owner, the Approved Architect and the Approved Builder. A copy of both the Chatham County and Savannah Quarters® Building Permits must be posted on site as well as access to an ARC approved set of final construction documents of the planned residence and all proposed structures. Lot number must be clearly displayed.
3. **HOURS OF OPERATION:** Construction hours and holidays are noted in the Guidelines.
4. **PARKING/EQUIPMENT:** Daily parking of vehicles will only be allowed in areas approved by the ARC. No vehicles may be parked overnight without approval. Construction vehicles may be left on the construction site but may not be kept on roads or on adjacent properties. Vehicles will park on one side of the road. In a case where there are two homes under construction on both sides of the road, contractor that is at the job site first will decide which side of the road parking will commence for the day. This is a finable offence.
5. **JOB SITE ORDERLINESS:** It is imperative that Builders keep their job sites clean and orderly at all times. Construction trash and debris must be contained in a dumpster on-site with a regular schedule for removal. Daily lunch trash (that will attract animals) must be disposed of at the end of each working day.
6. **SPEED LIMIT:** The speed limit is 25 miles per hour for vehicles of all kinds. Speeds exceeding this limit are subject to fines.
7. **PORTABLE TOILETS:** Each job site shall have a minimum of one portable toilet and the location will be defined in the contractor's Construction Site Management Plan. Toilets must be cleaned on a weekly basis with the doors facing towards lot.
8. **TREE PROTECTION:** All silt, tree protection and other fencing shall be maintained on a *daily* basis.
9. **PROPER ATTIRE:** Construction personnel shall dress appropriately at all times. Shirts must be worn at *all* times.
10. **ALCOHOL/DRUGS:** The possession and/or consumption of alcohol or drugs is strictly prohibited on a construction site within Savannah Quarters®.
11. **FIREARMS:** The possession of firearms or any weapon is strictly prohibited.

Form 510 - Contractor Compliance Deposit Agreement

Construction Address: _____ Lot #: _____

Print Owner Name: _____

Print Builder Name: _____

STATEMENT OF AGREEMENT

I hereby agree that I have read the DESIGN STANDARDS for Westbrook in their entirety and will complete the construction work in accordance with the final construction documents approved by the Architectural Review Committee (ARC). I will not make **any** changes in the field or deviate from the approved construction documents without prior written approval of the ARC, which shall be granted at the ARC's sole discretion.

I understand that the Compliance Deposit may be used or retained by the ARC, at its sole discretion, to correct or remove non-complying or unapproved work, for site clean-up, for the repair or replacement of trees, sewer lines, landscaping, utilities, roads, curbs or any other damage caused by construction personnel. Any fines assessed during the construction period may be deducted from the Compliance Deposit.

I understand that if the homeowner moves into the home without Final ARC approval, I will be fined \$1000 (see 06 G. Certificate of Occupancy).

I understand that all construction shall be completed within one (1) year from the date the clearing of the lot is commenced. If it is anticipated that the construction shall not be completed within the one (1) year period, a written extension may be sought from the ARC prior to the expiration of the one (1) year period by submitting a written request to the ARC, which shall be granted at the ARC's sole discretion. If a written extension is not obtained from the ARC and all construction is not completed within such one (1) year period, the Compliance Deposit shall be **forfeited** to the ARC.

I understand that the Compliance Deposit may be retained to cover any and all costs and expenses, including, but not limited to, attorney's fees, court costs and litigation expenses, incurred by the ARC, Westbrook Savannah Quarters® Community Association, Inc., or the Board of Directors of Southwest Quarter Holdings, LLC for enforcing or obtaining compliance with the final construction documents approved by the ARC and the Design Standards.

Builder Signature: _____ Date: _____

Owner Signature: _____ Date: _____

This signed form must be accompanied by the following:

1. A check for **\$10,000.00** (Westbrook HOA)
2. A copy of the **City of Pooler Building Permit** for this project

RECEIVING INFORMATION (for ARC use only)

Deposit Received: _____ Date: _____

Received by: _____ Date: _____