

1/1/2020

*EXHIBITS*

**GRIMBALL GATES**  
*ARB GUIDELINES & STANDARDS*

	<b>TITLE</b>	<b># OF PAGES</b>
<b>EXHIBIT 1</b>	<b>REQUEST FOR PRELIMINARY REVIEW</b>	<b>2</b>
<b>EXHIBIT 2</b>	<b>REQUEST FOR CONDITIONAL REVIEW AND APPROVAL</b>	<b>3</b>
<b>EXHIBIT 3</b>	<b>CONDITIONAL APPROVAL SUBMITTAL REQUIREMENTS</b>	<b>2</b>
<b>EXHIBIT 4</b>	<b>CONSTRUCTION COMMITMENT AND CONTRACTOR GUIDELINES</b>	<b>3</b>
<b>EXHIBIT 5</b>	<b>OWNER'S AGREEMENT</b>	<b>2</b>
<b>EXHIBIT 6</b>	<b>SIGNS</b>	<b>4</b>
<b>EXHIBIT 7</b>	<b>REQUEST FOR MINOR IMPROVEMENT REVIEW</b>	<b>2</b>

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**EXHIBIT ONE**

**GRIMBALL GATES**  
***ARB Guidelines & Standards***

**REQUEST FOR PRELIMINARY REVIEW**

The following is to be filled out and signed by the Owner of the proposed residence. This form is to be accompanied by a set of preliminary drawings. Please note that approval during this review phase does not constitute approval for construction.

1. Lot: \_\_\_\_\_

2. Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. Architect / Designer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4. Land Surveyor or Professional Engineer: \_\_\_\_\_

5. Date of Lot Survey: \_\_\_\_\_

6. Preliminary Drawing

Checklist:

\_\_\_\_\_ Preliminary Site Plan

\_\_\_\_\_ Preliminary Floor Plans

\_\_\_\_\_ Preliminary Elevations

\_\_\_\_\_ Typical Building Section

\_\_\_\_\_ Has the property been staked?

\_\_\_\_\_ Architect's / Designer's Seal on Drawings

7. Estimated Square Footage:

\_\_\_\_\_ Heated/Cooled Area under Roof  
\_\_\_\_\_ Covered Decks, Porches, Screened Porches & Porticos  
\_\_\_\_\_ Uncovered Decks  
\_\_\_\_\_ Garages or Carports  
\_\_\_\_\_ Other  
\_\_\_\_\_ Total

8. Exterior Finishes (describe):

Wall Material: \_\_\_\_\_ Color: \_\_\_\_\_ Trim  
Material: \_\_\_\_\_ Color: \_\_\_\_\_ Roof  
Material: \_\_\_\_\_ Color: \_\_\_\_\_ Other:

9. Please check one: Spec House \_\_\_ Owner's Residence \_\_\_

10. Date Submitted: \_\_\_\_\_

11. A non-refundable Architectural Review Fee in the amount of \$600.00 (for new home construction) and \$350 (for major renovations to existing homes) must be submitted with this request.

As the Owner of the proposed residence, I hereby request that the Grimball Gates Property Owners Association Architectural Review Board review the attached drawings for Preliminary Review.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Agent for Owner

***EXHIBIT TWO***  
**GRIMBALL GATES**  
***ARB Guidelines & Standards***

**REQUEST FOR CONDITIONAL REVIEW & APPROVAL**

Lot Address: \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Architect / Designer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Has a structure been previously constructed from these plans? \_\_\_\_\_

Is this construction for speculative purposes? \_\_\_\_\_

The total conditioned area of the structure is \_\_\_\_\_ square feet.

The highest roof level above ground level is \_\_\_\_\_ feet.

Requirements for Conditional Review and Approval:

1. Site plan incorporating recommendations from any Preliminary Review.
2. Elevation Drawings indicating the various treatments (brick, stucco, siding, etc.) and colors of all exterior surfaces.
3. Complete Working Drawings.
4. Drainage Plans.
5. Roofing materials and color.
6. External light fixtures.
7. Project sign.
8. Construction Deposit(s) (\$3000 -new construction/up to \$1500 - renovations).
9. Mailbox fee (contact Management for current cost).
10. Signed copy of Construction Commitment and Contractor Guidelines.
11. Signed Owner's Agreement.
12. Plan Review Fee (\$600.00 for new construction/\$350 for major renovations to existing homes).
13. Certificate of Insurance for Contractor showing coverage for Workers Comp and Liability Insurance.

Submittals are required to be in accordance with the ARB standards and processes set forth in these *ARB Guidelines & Standards*.

Remarks: \_\_\_\_\_

I have read the *ARB Guidelines & Standards*: \_\_\_\_\_

As the Owner of the proposed residence, I hereby request that the Grimball Gates Property Owner's Association Architectural Review Board review the attached submission for Conditional Review and Approval.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner

Agent for Owner

**EXHIBIT THREE**

**GRIMBALL GATES**  
**ARB Guidelines & Standards**

**CONDITIONAL APPROVAL SUBMITTAL REQUIREMENTS**

**SITE PLAN**

- \_\_\_\_\_ Topographical and Tree Survey
- \_\_\_\_\_ Dimensions to Property Line
- \_\_\_\_\_ Location of external HVAC
- \_\_\_\_\_ Trees over 8" chest high in diameter
- \_\_\_\_\_ House, Garage, Drive, Walks, etc.
- \_\_\_\_\_ Docks
- \_\_\_\_\_ Adjacent Residences and Driveways

**ELEVATION DRAWINGS including**

- \_\_\_\_\_ Location of external HVAC enclosure
- \_\_\_\_\_ Areas to be trim color

**WORK DRAWINGS including**

- \_\_\_\_\_ Construction details of external HVAC enclosure

**LANDSCAPE AND DRAINAGE PLAN**

- \_\_\_\_\_ Schedule of name, size and number of all plantings
- \_\_\_\_\_ Location of yard lights
- \_\_\_\_\_ Irrigation system
- \_\_\_\_\_ Irrigation water: Domestic \_\_\_\_\_ Shallow Well \_\_\_\_\_
- \_\_\_\_\_ Provisions for keeping runoff water from adjacent lots

**FOUNDATION**

- \_\_\_\_\_ Type: Piling \_\_\_\_\_ Block Piers \_\_\_\_\_ Block \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Surface Treatment: Type \_\_\_\_\_ Color \_\_\_\_\_

**ROOF**

- \_\_\_\_\_ Material: Fiberglass \_\_\_\_\_ Cedar Shakes \_\_\_\_\_ Metal \_\_\_\_\_ Asphalt \_\_\_\_\_
- \_\_\_\_\_ Manufacturer: Name \_\_\_\_\_ No. \_\_\_\_\_ Grade \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Color: \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Sample per ARB standards

**SIDING**

\_\_\_\_\_ Material: \_\_\_\_\_

\_\_\_\_\_ Lap \_\_\_\_\_ Board on Board \_\_\_\_\_ Board & Batten \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_ Other \_\_\_\_\_

**STAIN / PAINT**

Siding

Trim

Other

\_\_\_\_\_ Manufacturer: \_\_\_\_\_

\_\_\_\_\_ Color: \_\_\_\_\_

\_\_\_\_\_ Number: \_\_\_\_\_

\_\_\_\_\_ Sample per ARB standards

**LIGHT FIXTURES**

Outside

Garage

\_\_\_\_\_ Manufacturer: \_\_\_\_\_

\_\_\_\_\_ Number: \_\_\_\_\_

\_\_\_\_\_ Cut Sheets

**PROJECT SIGN**

\_\_\_\_\_ Material \_\_\_\_\_

\_\_\_\_\_ Size (square feet maximum) \_\_\_\_\_

\_\_\_\_\_ Drawing

**CONSTRUCTION DEPOSIT**

\_\_\_\_\_ \$ 3,000 - New Home and Landscaping  
 Up to \$1500 - Renovations/Improvements-  
 Existing Homes

**REVIEW FEE**

_____ \$	600 /350	New Construction/Major Renovations (Conditional Approval Review)
_____ \$	75	Minor Construction/Additions (Minor Improvement Review)

**MAIL BOX FEE**

\_\_\_\_\_ \$ Contact Management for Cost



**EXHIBIT FOUR**  
**GRIMBALL GATES**  
***ARB Guidelines & Standards***

**CONSTRUCTION COMMITMENT**  
**&**  
**CONTRACTOR GUIDELINES**

**The General Contractor is solely responsible for the compliance of these guidelines by all subcontractors, suppliers, and workers on the job site.**

**CONSTRUCTION HOURS**

7:00 am - 7:00 pm                      Monday through Friday

8:00 am - 5:00 pm                      Saturday

**\*\*\*\* No Sundays or Holidays \*\*\*\***

**JOB SITE**

1. Contractor will erect only sign(s) as specified by the ARB. No signs shall be nailed or otherwise fastened to trees.
2. Contractor shall keep the construction site free of trash, litter and scrap lumber. A suitable dumpster and/or other receptacles are required on site for construction debris, trash and garbage.
3. Portable toilet facilities must be provided on each site and located so as not to be obtrusive, with the job toilet placed at least 25 feet from the street in an inconspicuous location with the door facing away from the street.
4. No burning of construction debris or otherwise is permitted.
5. No firearms, alcohol or other contraband are allowed in Grimbball Gates.
6. Construction material, equipment and supplies must be stored in an orderly manner.
7. Parking of vehicles by construction workers must be on the job site, or on the street or street right-of-way and **NOT** on adjacent property.
  - No loud or offensive language allowed.
  - No dogs are allowed on job sites.
  - Warming fires are not permitted.

**TRAFFIC VIOLATIONS**

Speed limits are strictly enforced in Grimbball Gates.

### DISPOSAL OF LITTER

Litter disposal on roadsides is not permitted.

### LOSS OR DAMAGE

Grimball Gates Property Owner's Association is not responsible for loss or damage on job site.

### CONSTRUCTION TRAILERS

Placement of construction or other types of trailers on site must have prior approval by the ARB.

### FACILITIES

Workers may not use property owner or guest facilities.

### INSURANCE

Contractor must carry a minimum of \$1,000,000 liability coverage. Proof of coverage for liability and workmen's compensation are required to be submitted to the ARB with the request for ARB review.

### ACCESS

Property lines must be clearly defined. Adjoining properties may not be used by workmen for access to the job site, storage of materials, parking, placement of dumpster or placement of port-o-let. Driveways and community streets may not be blocked.

### DAMAGES

The Owner and general Contractor are held responsible for damages to roadway or other property adjacent to the site. Precautions should be taken to avoid damaging shoulders, curbs and guttering, and landscaped rights-of-way when moving vehicles off roadway onto site. **The cost for repairing any damages may be deducted from the construction deposit.**

### VIOLATIONS

Periodic inspections may be made of the construction site. Violations of Contractor guidelines may result in written notification to the Contractor with copy to Owner. If the violation is not corrected within 7 days of notification date, a \$100 deduction may be made from the construction deposit. Continued violations may result in additional deductions from the construction deposit.

### ROAD AND SIDEWALK REPAIRS

If damage occurs, the cost of repairs to roadways and sidewalks or other property will be levied against the construction deposit to the extent that such deposit is available. Grimball Gates Property Owners Association, Inc. (acting through its Board of Directors) will undertake necessary repairs when all construction has been completed, if such damage has not already been remedied by the Contractor, in a manner as had been previously approved by the Board. The Owner/Contractor is/are responsible for paying for any damages that exceed the amount of the deposit.

I agree that I, my workers, my subcontractors and their workers will abide by the guidelines, procedures and standards as set forth in these *ARB Guidelines & Standards*, including, without limitation, this *Exhibit*. I will take prompt action on the items noted on any periodic Architectural Review Board site inspection reports.

**It is further understood that failure to take prompt corrective actions could result in possible deductions from the construction deposit and/or additional charges.**

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Contractor Signature	Date
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Contractor Name (print)	Contractor Telephone No.
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General Contractor Company Name

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Contractor Address

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Job Site	Property Owner's Name (print)
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Property Owner's Telephone No.	Property Owners Address
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***EXHIBIT FIVE***

**GRIMBALL GATES**  
***ARB Guidelines & Standards***

**OWNER'S AGREEMENT**

IT IS AGREED that I/We, the Owner(s), will not ask or direct any contractor, subcontractor, or worker to incorporate any external changes in color, design, construction, landscaping or drainage prior to the submittal to and approval of the Grimball Gates Architectural Review Board and will direct the contractors, subcontractors and workers to comply with the Grimball Gates *ARB Guidelines & Standards* and all procedures, standards and construction guidelines contained therein.

I/We understand that I/we am/are required to pay a construction deposit to the ARB to insure timely corrective action, (such corrective action to be pre- approved by the ARB or the Board), on my/our part and/or on the part of my/our Contractor and/or to pay any fines if there are any violations of the ARB Guidelines & Standards, the Covenants or any rules and regulations adopted by the ARB or the Board.

I/We agree to comply, and to ensure compliance by my/our Contractor, with these ARB Guidelines & Standards.

Control of storm water run-off is the responsibility of the Owner and should be carefully reviewed to ensure compliance. In all cases, run-off water must be directed to the proper collection points and not onto adjacent properties.

It is further understood that failure to take prompt corrective actions (as pre-approved by the ARB or the Board), could result in possible deductions from my construction deposit and/or additional charges.

Owner's

Signature \_\_\_\_\_

1/1/2020

Owner's

Name \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Telephone No. \_\_\_\_\_

Construction Address \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Address \_\_\_\_\_

\_\_\_\_\_

Contractor Telephone No. \_\_\_\_\_

Contractor Mobile No. \_\_\_\_\_

Witness \_\_\_\_\_

**EXHIBIT SIX**  
**GRIMBALL GATES**  
***ARB Guidelines & Standards***  
**SIGNS**

Every LOT IDENTIFICATION SIGN must conform to the following size and graphic specifications:

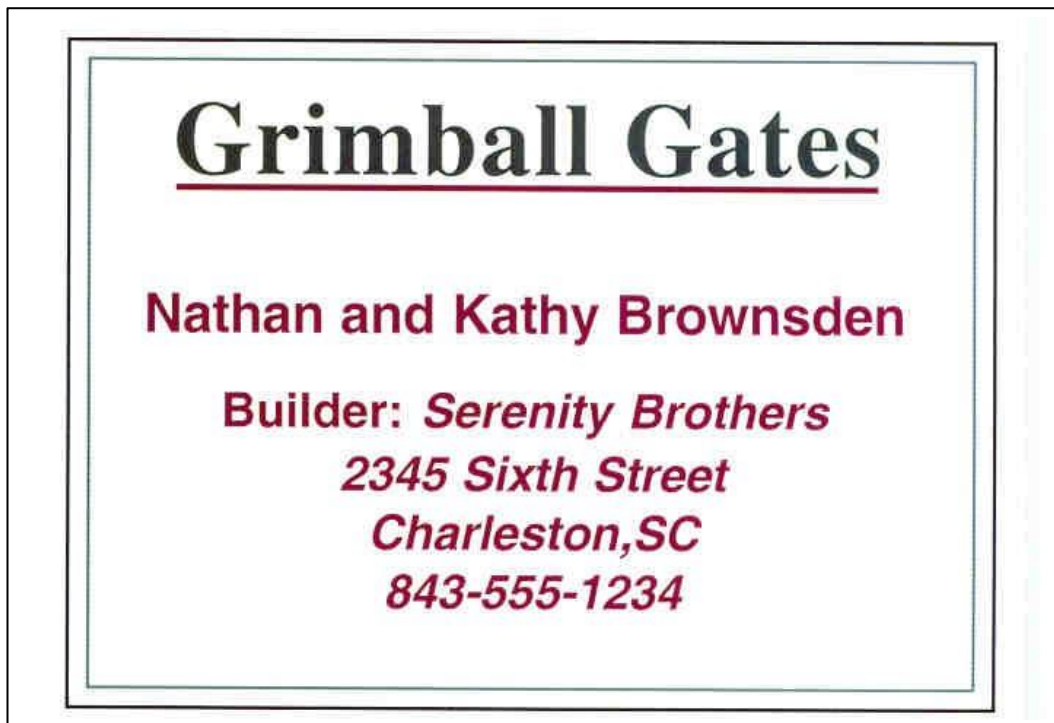
A. General Specifications

- (1) As shown in the diagram below, construction signs shall be 30” high x 48” wide.
- (2) Lettering for the Grimball Gates logo and the decorative design at the bottom of the sign must be done in ORACAL 651 Series – Dark Green
- (3) All other lettering must be done in Burgundy.
- (4) Background and post colors for all signs must be White.
- (5) Font Styles are Times New Roman and Helvetia Medium (or Arial) as specified below:
  - (a) GRIMBALL GATES – Times New Roman, Upper and Lower Case
  - (b) AVAILABLE – Helvetica Medium or Arial, ALL UPPER CASE.
  - (c) Builder’s Name / Info – *Helvetica Medium or Arial, Upper and Lower Case, Italic*



B. Owner's Version Specifications

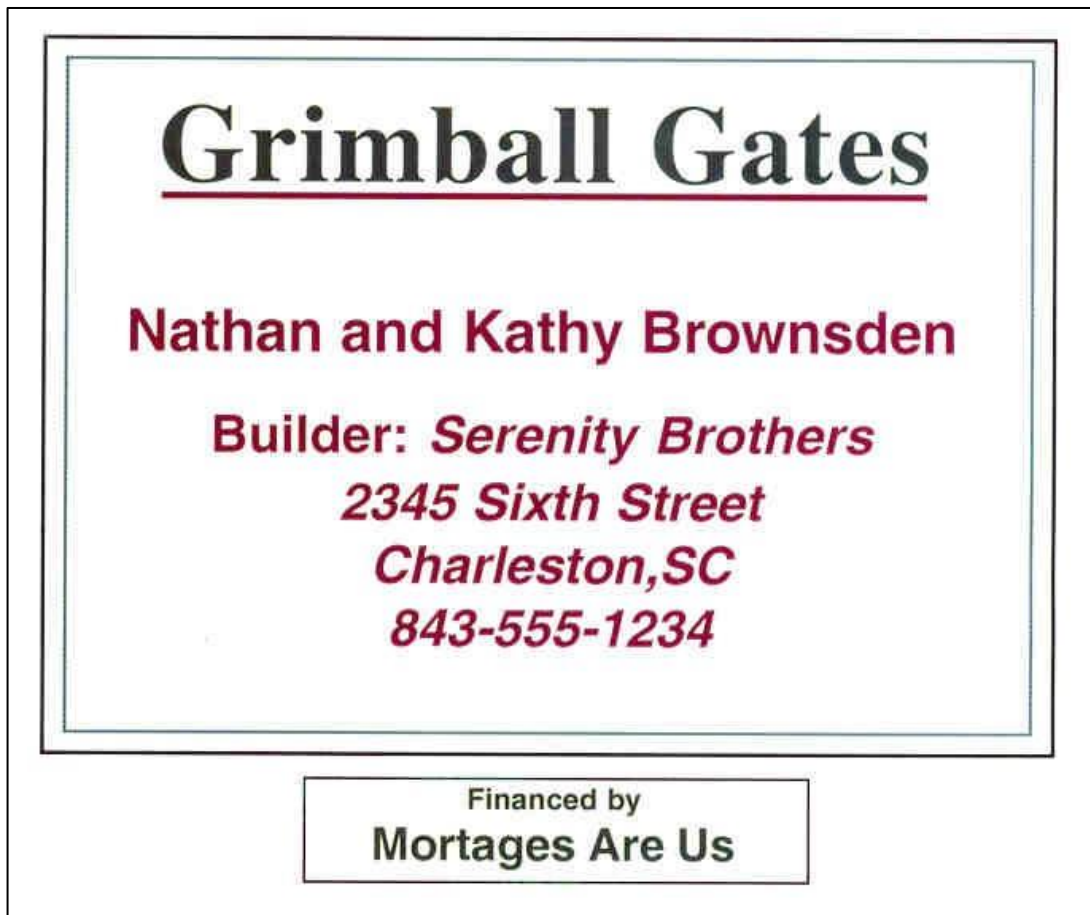
- (1) As shown in the diagram below, construction signs shall be 30" high x 48" wide.
- (2) Lettering for the Grimball Gates logo and the decorative design at the bottom of the sign must be done in Dark Green.
- (3) All other lettering must be done in Burgundy
- (4) Background and post colors for all signs must be White
- (5) Font Styles are Times New Roman and Helvetica Medium (or Arial) as specified below:
  - (a) GRIMBALL GATES – Times New Roman.  
Upper and Lower case.
  - (b) Owner's Name – Helvetica Medium, Upper and Lower Case.
  - (c) Builder's Name / Info – *Helvetica Medium, Upper and Lower Case, Italic*



C. Lender Hanger Version Specifications

The following are the specifications for the lender hanger on either the AVAILABLE or Owner Version of the construction sign:

- (1) The dimensions for the Lender Hanger will be 5” x 22”
- (2) Colors must be the White background and Dark Green lettering as specified above.



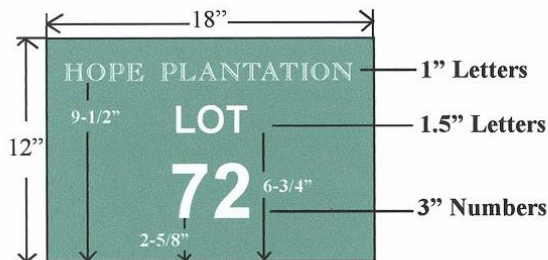
- (3) Font Style is Helvetica Medium as specified below:
  - (a) Financed by—*Helvetica Medium, Upper and Lower Case, Italic, Centered.*
  - (b) Lender’s Name/ Info—*Helvetica Medium, Upper and Lower Case, Centered.*



D. Lot Identification Sign Specifications

The following are the specifications for the Lot identification signs.

- (1) The material must be an aluminum panel (.040 gauge, single-sided with one color of background and lettering of choice.)
- (2) The sign must be placed on a metal T-bar stake with a welded foot push. To provide additional support for the sign panel, the stake will have a cross strip at the top. The strip will have pre-punched holes and will have a black powder coat finish.



**Grimball Gates Real Estate Listing Signage Specifications**

Dimensions of the sign are 30"x12". The background of the sign should be beige or tan and the lettering should be helvetica, green, bold, upper and lower case as shown in the example below. The realtor's logo may be in their font. The post is a 4x4, chamfered on the top as shown, either the green or tan color on the sign.



**EXHIBIT SEVEN**

**GRIMBALL GATES**  
***ARB Guidelines & Standards***

**REQUEST FOR MINOR IMPROVEMENT REVIEW**

The following is to be filled out and signed by the Owner of the residence. This form is to be used to request ARB review and approval of proposed minor alterations, additions or other improvements to the residence or the property, including, but not necessarily limited to, those listed in Section 2 of these *ARB Guidelines & Standards*. To the extent possible, this form should be accompanied by schematic drawings/building plans, pictures and other information detailing the proposed project, including City/County permits, if applicable. Guidance should be sought from the ARB on characterization of the proposed project as a minor improvement and the nature of the information the ARB will need to undertake its review.

1. Lot: \_\_\_\_\_
  
2. Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  
3. Contractor or other Provider of Services: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_
  
4. Landscape Architect/Engineer: \_\_\_\_\_
  
5. Schematics or other Drawings (as may be appropriate)  
Checklist:  
\_\_\_\_\_ Site Plan/Landscape Plan  
\_\_\_\_\_ Schematic of where improvement will be placed  
\_\_\_\_\_ Rendering of what the improvement will look like

6. Estimated Square Footage (or size as may be appropriate): \_\_\_\_\_

7. Exterior Finishes (describe):

Material: \_\_\_\_\_ Color: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

8. Please describe your project, giving details on the type of construction the project will require, such as carpentry, masonry, plumbing, etc., and including information on construction vehicles and other equipment and materials that will be used to complete the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

A non-refundable ARB Review Fee in the amount of \$75.00, and a refundable construction security deposit in an amount, as directed by the Property Manager/ARB, of up to \$1500, must be submitted with this request unless the Owner is advised that the fee and/or the construction security deposit has been waived by the ARB.