



FLINT RIDGE

POA

ACC

**FLINT RIDGE POA
ACC**

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FLINT RIDGE ARCHITECTURAL CONTROL COMMITTEE
1 PIONEER COURT KANSAS OK 74347
918-597-2101

Amended August 6th 2010

GENERAL GUIDELINES-ALL PERMITS

- A) All permit requests shall be dated and signed on the day of the ACC meeting, and the signatures of the applicant and the ACC, and a description of the work to be performed shall be on the permit application.
- B) Within 30 days of the permit application date, the ACC shall provide in writing one of the following:
- i) A signed Permit, allowing the requested operation
 - ii) A written, signed modification to the permit application shall be made requiring specific instruction for the applicant to make corrective measures in order to receive a permit. It is then the applicant's obligation to make the corrections and resubmit their application to the ACC. Upon the applicant's corrections per the ACC instruction, a permit will be issued by the ACC.
 - iii) A signed, written rejection of the permit application along with the reasons explaining why the permit was denied)
 - iv) The original signed permit application, modification or rejection (hereinafter, "the paperwork") shall be on file at the office and available for the applicant to view. A copy of same shall be sent to the applicant, within the 30 days. In the event that the applicant does not receive the paperwork in the mail by the end of the 30 day period, the applicant is required to confirm through the Administrative office that the paperwork has or has not been completed, and the administrative office shall be required to make the confirmation in writing upon request, after the 30 day period has ended.

CONSTRUCTION PERMIT GUIDELINES

DATE: January 6, 2009

All construction at Flint Ridge will be in total compliance with the current POA Covenants and By-Laws and the prevailing ICC Building Code requirements as adopted by the state of Oklahoma and the POA Board of Directors.

It is the sole responsibility of each and every building permit applicant, homeowner, surveyor, architect, engineer, designer, contractor, sub-contractor, supplier etc. to thoroughly review and familiarize themselves with the current POA Covenants and By-Laws and the prevailing ICC Building Code requirements before starting the design, engineering or construction phase of any given project.

Permits for construction will only be issued after completion of the following listed items;

1. Permit application fee paid by the building applicant upon delivery of all construction documents, (plans and specifications) signed, dated and marked approved by the homeowner. Two (2) sets of plans 24" x 36" must be submitted with two (2) sets of type written specifications on 8 1/2" x 11" paper.
2. Thorough review of all required construction documents (plans and specifications) by the ACC and ICC Code Certified Inspector.
3. Permit construction fee paid by the building applicant.

Note:

No permit will be issued, or will be valid without the written approval of the ICC Code Certified Inspector. Required construction documents (plans and specifications) provided by the building applicant for permit review by the ACC and the ICC Code Certified Inspector to consist of, but not limited to, the following listed items:

Documents Needed For New Single Family Residence

1. Site Plan
2. Floor Plan
3. Footing and Foundation Plan
4. Footing and Foundation Details
5. Wall Sections
6. Roof Sections
7. Exterior Elevations
8. Exterior Details
9. Exterior Colors
10. Plumbing Plan

11. Mechanical (HVAC) Plan
12. Electrical Plan

Note:

All doors, windows, hardware and interior finishes are to be as determined by the homeowner, architect, designer or contractor of record and it is their sole responsibility that all items determined are code compliant.

Note:

The site plan must be completed by a professional civil engineer or a professional land surveyor, licensed and registered within the state of Oklahoma or Arkansas.

The aforementioned plan must show the civil engineer's or land surveyor's seal, signature and date.

Such plans and survey of the building site indicating the following:

1. Complete legal description of the property.
2. Exact locations of any and all trees or structures to be removed.
3. Exact locations of the streets, restrictions, easements and property lines located with steel pins and stakes.
4. Full information as to utility (propane gas, electric, water, sewer, septic, phone, cable, etc.) locations and service. DEQ approved perk test required on all septic systems and lateral fields.
The homeowner will pay direct to each utility and/or service company (propane gas, electric, water, sewer, septic, phone, cable, etc.) any and all required deposits, connection fees, tap fees, lift fees, etc., for the established new services and usage of such services.

Before any physical construction can proceed (tree removal, structure demolition, utility excavation, septic/lateral field installation, etc.) the professional licensed and registered civil engineer or land surveyor of record must submit written verification to the ACC and the ICC Code Certified Inspector that a field investigation of the work has been completed and is in accordance with the approved permit plans.

UNDER CERTAIN CONDITIONS--AT THE SOLE DISCRETION OF THE ICC CODE CERTIFIED INSPECTOR THE FOLLOWING MAY BE REQUIRED:

Note:

The footing/foundation plan, footing/foundation details, wall sections, and roof sections, must be completed by a professional structural engineer licensed and registered with the state of Oklahoma or Arkansas.

All the aforementioned plans must show the structural engineer's seal, signature and date.

Before any physical construction can proceed (pouring of foundations, slabs, retaining walls, erecting wall and roof framing, etc.) the professional licensed and registered structural engineer of record must submit written verification to the ACC and the ICC Code Certified Inspector that a field investigation of the work has been completed and is in accordance with the approved permit plans.

Note:

The plumbing plan, mechanical plan and electrical plan must include the name of the contractor, contractor address, contractor phone number and contractor license number as registered with the state of Oklahoma or Arkansas, respectively on each of the aforementioned plans.

Certificate of Occupancy

Before occupying the completed structure the occupant and/or homeowner must apply for and secure a final inspection from the ICC Code Certified Inspector before a certificate of occupancy is granted from the ACC and the ICC Code Certified Inspector.

NEW PERMIT & INSPECTION FEES
EFFECTIVE JANUARY 6, 2009

1. Permit Application Fee

There will be a permit application fee of \$50.00 due at the time of the permit application for the following applications:

New residences
Additions to residences
New garages

2. Permit Fee

A fee of .25 per gross square foot is due when the permit application is approved. This applies to all structures under roof over 200 square feet.

4. Inspection Fees

An inspection fee of \$50 per inspection is due at the time the permit application is approved. New residences require 7 inspections for a total of \$350.00. Other structures require a certain number of inspections as applicable.

For Example: The fees for a new 1500 square foot residence would be;

Permit Application	\$ 50
Building permits	\$ 375
Inspection fees	\$ 350
	<hr/>
	\$ 775

MISCELLANEOUS PERMITS

1. Permits for fencing will be issued in accordance with the current POA Covenants and By-Laws after the permitting process has been completed.
2. Permits for complete tree removal (including stumps) will be issued in accordance with the current POA Covenants and By-Laws, however; no trees will be removed until after the permitting process has been completed.
3. Permits for new septic systems and lateral fields in and of themselves will not be granted.

Permits for replacement of existing septic systems and/or lateral fields will be granted after the permitting process has been completed.

4. Permits for mobile homes or mobile homes on specifically indicated lots will be issued in accordance with the POA Covenants and By-Laws after the permitting process has been completed.
5. Permits for modular homes or modular homes on specifically indicated lots will be issued in accordance with the POA Covenants and By-Laws after the permitting process has been completed.
6. Permits will not be issued for any pre-constructed structures on residential lots including homes, garages, storage sheds, etc., with the exception being mobile or modular homes on specifically indicated lots for such use.
7. Permits for moving an RV onto an RV lot will be issued in accordance with the current POA Covenants, By-laws and rules approved by the Flint Ridge Board of Directors, after the permitting process has been completed.

CONDITIONS

All concerns, questions, changes, disputes, etc. concerning the design, engineering and construction phase of any given project will be only discussed and settled between the building applicant and/or homeowner and the ACC and ICC Committees.

Discussions with Flint Ridge POA Board members, the Flint Ridge General Manager, the Flint Ridge POA office staff, any former ACC members, etc. will not be recognized as applicable by the ACC and ICC Committees.

ACC GUIDELINES FOR TREE REMOVAL

NOTE- You MUST contact the ACC for a PERMIT to remove any tree or shrub in excess of 3 inches in diameter.

No tree having a diameter of 3 inches or more, measured from 12 inches above the ground level shall be cut down or removed from any residential lot, except as follows:

- a) Those necessary to enable the owner to improve such lot with a single-family dwelling and garage **after** the plans have been approved by the ACC. Such trees shall be marked and a **permit must be received** from the ACC prior to removal.
- b) Those necessary to prohibit an obstruction of view on lots at road intersections.
- c) With the approval of the ACC.

ACC GUIDELINES FOR RV PARKS

Owner shall familiarize himself with the Covenants for the RV Parks recorded in the county records of Delaware County, OK as follows:

- A) Deed of Dedication and Protective Covenants For Flint Ridge R.V. Park, a Subdivision in Delaware County, Oklahoma (A/K/A R.V. 1)
- B) Deed of Dedication and Protective Covenants for Flint Ridge R.V. Park No.2, a Subdivision in Delaware County, Oklahoma (A/K/A R.V.2)

Owner shall familiarize himself with rules approved by the Flint Ridge Board of Directors, defining RV lot usage to temporary, "reasonable use" and that new permanent residency in the RV parks shall not be allowed after March 18, 2005.

PERMITS:

Prior to construction on, or moving a Recreational Vehicle onto an R.V. lot.

- A) A survey and site plan showing lot dimensions, bearing of lot boundaries, location of corner pens, location of setback lines, location of RV, structures, septic lines, etc., must be performed by an Oklahoma and/or Arkansas licensed surveyor; and
- B) After submitting the above, an approved permit must be received by Owner from the ACC.

All construction requires a permit and approval issued by the ICC/ACC.

All R.V. s must meet ACC Guidelines and must meet requirements of Covenants including but not limited to restrictions for unsightliness, homemade, altered camping rigs, converted buses, etc.

FINES FOR VIOLATIONS

In accordance with the ICC guidelines, the following fine schedule was approved as of April 3, 2009 by the ICC committee and the ACC :

VIOLATION	FINE
Failure of Owner to get <u>inspections</u> :	\$ 200.00 per inspection
Performing any action that requires a permit, before receiving the permit.	\$ 500.00 per violation
<u>Construction without a permit</u> when permit is required	\$ 500.00 per violation
<u>Construction without a permit</u> after a STOP-ORDER is issued by ICC	\$1,000.00 per violation
<u>Tree removal</u> without a permit for Trees having a diameter of 3 inches or more, measured 12" from ground level	\$ 200.00 per tree

GENERAL RESPONSIBILITIES FOR OWNERS, ACC & ICC MEMBERS

The following documents are to be provided, or the duties performed, PRIOR to issuance of Permits:

		OWNER	ACC	ICC
1	Permit Application	X		
2	Pay Permit Fee	X		
3	Survey & Site Plan	X		
4	ODEQ approved Percolation Test	X		
5	Architectural Drawings	X		
6	Mark trees and indicate location of house	X		
7	ACC to view lot for trees and set-back lines		X	
8	Approval of Construction Plans			X
9	ACC to view lot prior to construction		X	
10	ODEQ approved Septic System	X		
11	Pay Inspection Fees	X		
12	Pay Permit Fees	X		
13	APPROVE PERMIT TO BUILD			X
14	FINAL INSPECTION- PERMIT TO OCCUPY			X
15	Issue Permits after ICC approval		X	

- 1) A building permit is required for all structures built on a residential or RV lot.
- 2) All building permits of any kind; building inspections or plan reviews must be done by and/or approved by ICC Certified personnel.
- 3) Building any structure other than the structure which is permitted will result in a \$500 fine and a stop-work order will be issued until the issue at hand is resolved.
- 4) The permit fee for any structure under roof is 25 cents per gross square foot (\$.25)
- 5) Only an ICC certified person can issue a stop work order.

NEW HOME CONSTRUCTION - Step by Step Procedure

	Description	INITIAL Owner	ACC	ICC
Step 1	Owner submits PERMIT APPLICATION and <u>Application fee</u>	<input type="text"/>	<input type="text"/>	
Step 2	Owner provides SURVEY & SITE PLAN by professional surveyor	<input type="text"/>		
	Survey & Site Plan must show:			
	lot dimensions		<input type="text"/>	<input type="text"/>
	bearing of lot boundaries		<input type="text"/>	<input type="text"/>
	location of corner pens		<input type="text"/>	<input type="text"/>
	location of set-back lines (request from ACC)		<input type="text"/>	<input type="text"/>
	location of home		<input type="text"/>	<input type="text"/>
	location of septic system		<input type="text"/>	<input type="text"/>
Step 3	Owner provides Oklahoma DEQ PERCOLATION TEST	<input type="text"/>	<input type="text"/>	
Step 4	Owner submits full set of ARCHITECTURAL DRAWINGS	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be approved by ICC Code-certified inspector. Could take up to 10 working days. Any corrections required could result in delays in approval process.			
Step 5	Owner MARKS corner pens of lot, STAKES CORNERS of home, MARKS TREES to be removed for construction	<input type="text"/>	<input type="text"/>	
Step 6	ACC VIEWS LOT for trees and set-back lines for approval ACC VIEWS COVENANTS for TYPE of construction allowed * Note- If Covenants are unclear, consult Board of Directors		<input type="text"/>	
Step 7	ICC CODE COMMITTEE APPROVAL of Architectural Drawings Construction must have APPROVAL of ICC-Code certified inspector			<input type="text"/>

		<i>INITIAL</i>		
		Owner	ACC	ICC
			_	_
Step 8	1) Owner clears lot in accordance with permit, prepares site. ACC INSPECTS SITE	_	_	_
	2) Owner must receive approved septic inspection from Oklahoma DEQ	_	_	_
Step 9	<u>Subject to Step 7 and Step 8 - OWNER PAYS FEES, GETS PERMIT</u>		_	_
	<u>FEES are collected at this time:</u>			
	Permit fees	_	_	_
	Inspection fees	_	_	_
	Permit issued	_	_	_
Step 10	Building INSPECTIONS BY ICC INSPECTOR:			
	1) Owner will receive an inspection form which shows the inspections that are required. Proper notification must be given when inspections are needed and missed inspections will result in \$200 fine and a stop-work order will be issued until the inspection is made and the fine is paid.			_
	2) Any violations of the applicable building code(s) during construction will result in a \$200 fine and a stop-work order will be issued until the violation is corrected and inspected and the fine is paid.			_
	3) Once the dwelling is completed; a FINAL INSPECTION MUST be done before any occupancy can occur.			_

Architectural Control Committee Flint Ridge POA

SUMMARY OF RESPONSIBILITIES

The ACC's primary job in the permitting process is to collect all the documents from the Owner necessary to insure state building-code compliance and to view the site plan and the lot to make sure construction is in compliance with the Covenants.

- 1) Administer the application process of the Owner, insure all fees are collected.
- 2) Insure that all construction is done in accordance with Flint Ridge Covenants:
 - a. View survey, site plan and location to insure that proposed construction does not cross building set-back lines as stated in Covenants.
 - b. Insure that the type of construction complies with the construction allowed in the Covenants at the proposed location.
 - c. Inspect trees to be removed (in excess of 3" in diameter) that are required for the permitted construction.
- 3) Receive all documents from Owner that are listed on the Step by Step Procedures for Construction, or as requested by the ICC Code-certified inspector.
- 4) Upon prior approval from the ICC code-certified inspector, issue permits
- 5) Insure that finished outside appearance of construction conforms to Flint Ridge standards.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

(ACC GUIDELINES ADOPTED ON JULY 30, 2005)

Amended September 27, 2008

ACC MAKE-UP AND ELECTION PROCESS

1. The ACC shall consist of at least three members. The ACC may be made up of one POA Board member as selected by the full Board of Directors and one or two owners in good standing as selected by the full Board of Directors, provided however, that the POA Board of Directors may authorize the POA General Manager to select one employee or contractor.
2. Committee officer structure will be Chairperson, Vice Chairperson, and recording secretary. The POA Board Member and POA employee appointed to the ACC may not hold the positions of chairperson and vice chairperson.
3. The POA Board of Directors at its sole discretion will determine the selection of an ACC member.
4. The POA Board of Directors at its sole discretion may remove any member of the ACC, at anytime for any reason.
5. Generally, an ACC member is appointed to fill a one-year term. The term is defined as running from the last weekend in May of the current year to the last weekend in May of the following year. Each year at the Annual Board Meeting the last weekend in May, the new POA Board of Directors will select the ACC members for the new Board -year.
6. Vacancies occurring on the ACC during the period outlined in item 3 above will be filled as determined by the full Board of Directors.
7. The ACC has the authority to select property owners in good standing to advise and assist as directed. Such individuals selected by the ACC are not authorized to act on behalf of the ACC and have no signature/approval authority for any ACC activity.

ACC HOURS OF OPERATION;

1. ACC meeting day will be every Friday (except for holidays) during the hours of 1:00 p.m. to 3:00 p.m.

ACC STANDARDS:

1. There is only one ACC for Flint Ridge. The RV Parks are a part of Flint Ridge and will be served by the POA Board appointed ACC members.

2. All construction at Flint Ridge will be in compliance with the current ICC Codes as adopted by the State of Oklahoma and the POA Board of Directors. No permits will be issued or be valid without the written approval of an ICC code-certified inspector.
3. Applications for permits will only be accepted during the ACC office hours. There will be no emergency permits of any kind issued by the ACC.
4. Before construction permits are issued, all properties must have a survey on file with the ACC. This requirement includes RV lots in the RV parks.
5. All ACC records/files will be maintained in the ACC office. This requirement includes ACC files for RV park lots.
6. All construction must be completed within the time limits of the permit. The ACC may grant only one extension for a building permit that is about to expire. The extension may only be granted if the owner of the property is making substantial progress on completing the structure. The ACC will have sole discretion in making this determination.
7. The ACC cannot grant more than one extension to a builder/property owner.
8. The ACC will notify the POA General Manager of all issued construction permits.

ACC MEMBER POSITION REQUIREMENTS:

1. Possess working knowledge of POA Covenants and By-Laws regarding:
 - a. Permitting-processing and monitoring
 - b. Building setback requirements
 - c. Types of construction allowed
2. Strong verbal, written and interpersonal skills;
3. Ability to perform tasks that require physical effort, agility and mobility in diverse temperatures as determined by season of the year. Some examples of physical effort would be walking, climbing or descending the Flint Ridge landscape;
4. Ability to read and understand construction plans/drawings and post information to records along with maintaining of files;
5. Possess ability to recognize problems and facilitate solutions, which will maintain consistency of Covenant and By-law enforcement;

6. Required to conduct onsite visits to construction sites monitoring compliance and progress;
7. Ability to organize and prioritize work assignments;
8. Must possess ability to maintain confidentiality regarding property owner record;
9. Must be available to the General Manager during normal Flint Ridge business hours Monday through Friday for consultation;
10. An ACC member that is a Flint Ridge property owner must be in good standing;
11. Must have personal vehicle in the event he/she is required to make onsite visits on permitted projects or to seek out non-permitted projects;
12. Must possess a valid current driver license;

POA BOARD OF DIRECTORS RESPONSIBILITIES FOR ACC ACTIVITIES:

1. Interpretation and enforcement of POA Covenants and By-laws;
2. Oversight and direction of the ACC;
3. Establishment and maintenance of rules and requirements for ACC members;
4. Identify POA permit requirements;
5. Select ACC members;
6. Design and implement POA policies for ACC administration;
7. Analyze and resolve disputes between POA property owners and ACC over administration of POA rules, By-laws and Covenants;
8. Establish Permit Fee Structure;
9. Ensure ACC compliance with number and type of inspections;
10. Establish expense re-imbusement procedure for ACC members;
11. Supervise, coach and evaluate ACC member performance;
12. Secure necessary legal advice and representation in all legal proceedings involving ACC activities;

POA MANAGEMENT RESPONSIBILITIES :

1. Provide an employee or contractor licensed to perform construction inspections;
2. Make available to the POA Board of Directors an employee or contractor to serve as an ACC member;
3. Provide office employees to receive and document permit fees;
4. Provide security personnel to issue citations for Covenant/By-law violations as identified by the ACC;
5. The POA General Manager will keep the ACC informed of all Covenant/By-law disputes regarding construction permits brought to his attention;
6. Ensure the POA employee or contractor assigned to making inspections during construction documents appropriately, which includes signing off on all inspections;
7. The employee or contractor assigned to the ACC will keep the General Manager informed of ACC activities that impact security. For example, contractors/builders for projects need to be identified so security can make arrangements for their entrance into Flint Ridge.

R.V. PARKS

LOT COMBINATION COVENANTS

AMENDED AUGUST 29, 2009

LEGAL DESCRIPTION: LOTS _____ & _____ BLOCK _____, R.V. PARKS AREA OF FLINT RIDGE, A SUBDIVISION IN DELAWARE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

The above described real property, comprised of _____ separate platted lots (the "Lots") is hereby made subject to the following agreement for the purpose of causing the Lots to be combined and utilized as a single parcel of land, to wit:

1. The combined Lots may only be sold or otherwise transferred together, and no Lot may hereafter be disposed of separately from the other.
2. The combined Lots must be adjoining lots. Adjoining lots are defined as lots that are touching side to side. **Adjoining lots definition does not include lots that are back-to-back, corner-to-corner, or divided by a street.**
3. No more than one (1) Recreational Vehicle (R.V.) may be placed upon the combined Lots. **R.V. is defined as a pop up camper, fifth wheel or pull behind trailer, motor home, converted bus or van, conversion van, or pick-up slide-in-camper.**
4. Any R.V. or approved and permitted structure placed upon the combined Lots, as well as any deck, carport, or other permitted structure or improvements constructed or otherwise placed on the combined Lots, may cross over, straddle or otherwise encroach upon the common property line adjoining the combined Lots.
5. For purposes of the Flint Ridge Property Owners Association (POA) dues, property owner(s) combining Lots will be required to pay full dues on one of the combined Lots, and be allowed to pay one-half dues on the other Lot(s) being combined. **Under no circumstance will more than three (3) Lots total be eligible for one-half dues under this program.**
6. Except for sewer charges, for purposes of other fees, assessments and any other charges that may be levied by or under the authority of the POA, the full amount is due on each combined Lot.

R.V. PARKS

LOT COMBINATION COVENANTS

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- 7. For purposes of the sewer rate charge, combined Lots will be assessed one (1) sewer rate.
- 8. Property owners combining Lots agree to keep up the property, observe quiet hours, observe the leash law, and abide by all other covenants and by-laws for Flint Ridge.

This covenant shall be signed by the undersigned as the owner of the Lots and Flint Ridge Property Owners Association, Inc., in each case to be binding upon their respective successors and assigns, and this covenant shall be recorded with the deed conveying the title to the Lots, all with the express understanding and intention that this covenant shall be irrevocable and shall run with the land in perpetuity.

OWNER

FLINT RIDGE P.O.A., INC.

By: _____

STATE OF: _____

COUNTY OF: _____

Signed or attested before me on this _____ day of _____, 20__, by

SEAL

Notary

END