
**DESIGN GUIDELINES FOR THE COMMUNITY OF LASHBROOKE
ON FORT LOUDON LAKE - THE TENNESSEE RIVER
SECTION 5: DESIGN REVIEW AND APPROVAL PROCESS**

Design Review of Plans

Governing Jurisdictions

Before any construction on your property, you must procure the written approval of the Lashbrooke Design Review Board. The permit promotes compliance with the Declaration of Covenants, Conditions and Restrictions and controls the harmony of external design and location of construction with surrounding structures and topography. A building permit must also be obtained from Blount county and other appropriate governmental agencies.

Any initial construction, modification or removal of any structure must first be approved by the Design Review Board.

Boat dock facilities must be constructed according to specific TVA specifications. The Army Corps of Engineers must also approve these dock plans. Additional questions and inquiries should be directed to the TVA office, located at;

Tennessee Valley Authority
Land Management Team
Suite 300,
804 U.S. Hwy. 321 North
Lenoir City, Tennessee 37771-6440.

Lashbrooke Submittals

Submittal of plans and specifications for the construction or installation of any improvements within Lashbrooke is to be made to the Design Review Board at the following address:

Lashbrooke Design Review Board
7313 Lawford Road
Knoxville, TN 37919

The Lashbrooke Design Review Board may upon written or proper notice change the address for the submittal of plans and specifications.

The Lashbrooke Design Review Board will review, approve and/or disapprove submitted plans and specifications as to style, exterior design, appearance, materials, color, location and compliance with the provisions set forth in these guidelines and requirements included within the CC&Rs.

The Lashbrooke Design Review Board shall not be responsible for reviewing and/or approving any improvement plans and specifications for engineering design, structural engineering and safety, or for compliance with applicable zoning, building, or other county, state, or federal laws, ordinances, or policies.

Along with obtaining all necessary approvals from the Design Review Board as set forth in the CC&Rs and these Design Guidelines, each owner is obligated to obtain all necessary governmental approvals. Plans and specifications are to be prepared in accordance with all applicable governmental laws and regulations affecting the use of the property and the improvements thereon.

Approval of any proposed or existing improvement by the Lashbrooke Design Review Board shall not be construed to warrant or represent, in any manner, that the improvement was approved by or complies with the appropriate standards of any public agency that has jurisdiction over such improvement. Similarly, approval of any proposed or existing improvement by any public agency having jurisdiction over the improvement shall not constitute approval by the Lashbrooke Design Review Board.

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Lashbrooke Design Review Board Membership

The Lashbrooke Design Review Board (Design Review Board) will be composed of one or more firms or individuals appointed exclusively by the Developer. At such time as the Developer no longer holds one hundred percent of the residential properties in ownership, one of the Design Review Board positions may be held by a resident appointed by the Lashbrooke Community Association.

The Lashbrooke Design Review Board reserves the right to amend, change or revise any or all of the requirements contained in this Design Guideline Document, at any time.

The Design Review Board will appoint a Design Review Administrator, who is authorized to carry out the duties of the Design Review Board.

Design Review and Approval Procedure

By way of illustration, but without limitation, submissions to the Lashbrooke Design Review Board for approval are required for the following improvements:

- New construction, installation or modification of a structure, including: dwellings, accessory buildings, garages, driveways, fences, retaining walls, steps, awnings, canopies, poles, trellises, patio overheads or decks, gazebos, sundecks, wind screens, swimming pools, fountains, spas, hot tubs, recreation apparatus, exterior lighting, exterior sound systems and solar energy systems.
- Installation or revision of landscape, hardscape or surface improvements including: groundcovers, trees, shrubs, plants, irrigation or drainage systems, recreation areas, and surface drainage revisions.
- Construction or modification of any private dock or docking facility.

Jurisdictional Review and Approval

Approval of any project by the Lashbrooke Design Review Board does not waive the requirement for permits from the city of Friendsville, Blount County, State of Tennessee, or any other governmental or quasi-governmental agency having jurisdiction in Lashbrooke. Nor does the obtaining of all required permits from any governmental or quasi-governmental agency having jurisdiction in Lashbrooke waive the need for the Lashbrooke Design Review Board approval.

The Lashbrooke Design Review Board will not knowingly approve a project that violates jurisdictional building or zoning codes. However, the Lashbrooke Design Review Board takes no responsibility for plan's conformance to any criteria other than these Design Guidelines.

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Design Review Submittal Requirements

After your home site is purchased, you should then work with an architect and an approved Lashbrooke Builder to create your home plan. There are 10 easy steps and if followed correctly, the design and construction of your home will be greatly simplified.

STEP 1: Attend a Lashbrooke Design Review Workshop

The Design Review Administrator may schedule a workshop periodically. Attendance at workshops is optional, but very important because you will learn about the following:

- The design review process
- Completion of applications
- Key Standards and guidelines
- Recommended architectural design elements
- Site planning considerations

- Selection of an architect, residential designer or builder.

STEP 2: Attend a Design Review Orientation Meeting

If you are considering any construction on your Lot, you must schedule a meeting with the Design Review Administrator. Before you arrive, you should:

- Read the **Design Guidelines Manual** and the recorded and then current covenants, conditions and restrictions, and have your builder and architect do the same.
- Order and obtain a topographic survey of your lot.
- Complete the **Homeowner Fact Sheet** available from the Design Review Administrator and bring it to the meeting.
- Bring and pay (a) a Construction Deposit of \$2,250, and the design review Fee of \$750 (total of \$3,000) for initial residential construction, or (b) a \$250 Construction Deposit and a design review fee of \$150 for Accessory Structures (total of \$400).

A portion of the Construction Deposit may be refundable (see further details in this section).

- The design review Fee is non-refundable and covers:
 1. Design review Workshops (if held).
 2. Conducting the Design Review Orientation Meeting
 3. Processing Design Review Applications
 4. Occasional consultation with the Design review Administrator.
 5. Site review of the construction as per the plans

At this meeting, you will bring whatever sketches or drawings you might have of your home so that you and the Design Review Board can discuss the type and size of your home, learn more about the design review process and review site development considerations of your home.

STEP 3: Submit a Preliminary Design Review Application

As part of this step, Applicants are required to submit a Preliminary Design Review Application and the required Design Documents that include a topographic survey, site plan, floor plans and elevations, and roof plans to determine the appropriateness of the proposed plans prior to undertaking the preparation of final architectural drawings. Design documents required for Preliminary Design Review may be conceptual in nature, utilizing sketches and illustrations, but each item must be included.

The Design Review Board will review Preliminary Design Review Applications and Design Documents and return one set of each with its comments. Applicants are invited to attend meetings of the Design Review Board for input regarding their respective submittals. The Design Review Board may take up to 30 calendar days to review Preliminary Design Review Applications; however, most applications are evaluated within 14 calendar days. The Design review Board may instruct changes or make recommendations to the design and construction planned.

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STEP 4: Submit a Final Design Review Application

At this point, design documents must be complete. You must submit at least **TWO** complete sets of: site, lot grading and floor plans; building sections and foundation detail; exterior elevations; roof plans; pool plans; retaining walls and monumentation design.

The Final Design Review Application also includes an exterior finish and color schedule, as well as an exterior architectural lighting schedule. In all cases, product photos and samples are helpful.

You must supply at least TWO copies of any and all plans and materials to the Design Review Board. One set will be returned to you and the second set kept by the Design review Board for their records.

The Builder Application and Builder Agreement (if required by the Design Review Board), and any utility connection fees also must accompany every application for Final Design Review. No review of Final Design Plans will take place until all fees and deposits have been paid and all plans have been submitted.

The Design Review Board will review the above-referenced items and return one set of each to you with its decision, except for color chip sheets that will be retained by the Design Review Board. You are invited to meet with the Design Review Board for input regarding your submittals. The Design Review Board may take up to 30 calendar days to review Final Design Review Applications; however, most applications are evaluated within 14 calendar days. Any changes to the design or structure, including color changes, must be resubmitted to the Design Review Board for approval in writing.

STEP 5: Complete Pre-Construction Lot Preparation and Review Certification

After Final Design Review, and before any clearing, excavation or filling can begin, the applicant must obtain a written "Certificate of Approval to Begin Construction" from the Design Review Administrator prior to the actual start of construction.

The Design Review Administrator will arrange a job site meeting with the Applicant and builder shortly after the final design review approval.

The following items will be discussed prior to the issuance of the Certificate.

- Silt fence requirements prior to grading
- Cutting of driveway curb
- Installation of rock at driveway location to prevent mud from accumulating on the street or near the construction site
- Posting of building permit
- Any cutting or filling that may be necessary
- Required site clean-up and work guidelines.

Once the Design Review Board issues the Certificate Of Approval, you may apply for a building permit.

STEP 6: Apply for a Building Permit.

You will apply for a building permit from Blount County.

Construction may begin only when approved by the Design Review Board and Blount County.

The Design Review Board, TVA and the Army Corp of Engineers must approve boat docks and shoreline improvements. For details, contact the Design Review Administrator.

STEP 7: Submit a Survey for Foundation Review.

Upon completion of the foundation or slab (as applicable), you must submit a survey for Foundation Review. A registered Tennessee Land Surveyor, Professional Engineer or Licensed Architect must seal all foundation surveys.

If the foundation is incorrectly placed, you must cease construction and meet with the Design Review Board to determine remedies and/or penalties. Construction may not commence until a final remedy is established.

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STEP 8: Landscape Review

When you are ready to pour your driveway, you must submit the landscape review application, the landscape plan, and the irrigation plan. Installation of landscaping may not begin until you have received approval from the Design Review Board.

The Design Review Administrator may periodically inspect your Lot and construction. Each Lot owner and builder must meet the plans and specifications approved by the Design Review Board and comply with instructions from the Design Review Administrator.

STEP 9: Final Inspection Checklist and Certificate of Compliance

Applications for final approval consist of submitting the Final Inspection Checklist and the Application for Certificate of Compliance.

The Design Review Board will review the completed Final Inspection Checklist and the Application for Certificate of Compliance and will issue a Certificate of Compliance once you have received a final electrical inspection and all of the reviews and approvals have taken place.

The determinations and decisions of the Lashbrooke Design Review Board and its Design Review Administrator are final concerning any and all issues and requirements dealing with the design and construction of any structure or landscaping within Lashbrooke.

STEP 10: Refund of Construction Deposit

Once you have received your Certificate of Compliance, a final inspection of the immediate surroundings has been completed and everything is deemed to be satisfactory, all or a portion of your Construction Deposit may be returned.

Any expense incurred by the Developer, Design Review Board or the Lashbrooke Community Association in enforcing these guidelines or failure of the Lot owner and/or builder to fully comply with their instructions or these Design Guidelines are to be paid by the Lot owner, and will be deducted from the any Construction Deposit and then must be immediately reimbursed by the Lot owner.

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Design Review Application Fees

A non-refundable Design Review Application Fee, as is determined from time-to-time by the Lashbrooke Design Review Board, is due at the beginning of the review process and prior to the Design Review Orientation Meeting with the Design Review Administrator. The purpose of the Design Review Application Fee is to cover the cost of the following:

- Review of the Lot owner's topographic survey.
- Conducting Design Review Orientation Meetings
- Processing Design Review Applications and Design Documents
- Periodic review of the job site and construction to assure that the approved plans and their guidelines are fully complied with.

Construction Deposits

Upon the submission of a Final Design Review Application, the Applicant submits a Construction Deposit as set by the Lashbrooke Design Review Board. The Lashbrooke Design Review Board may draw upon the Applicant's Construction Deposit, and may use such funds as necessary to cover, among other things, the cost of:

- Repairs for damage to curbs, roadways, signage, utilities, common areas, golf course fairways, or private club property, whether such damage was caused by the builder or his employees, subcontractors or suppliers.
- Job site trash removal and clean up if not performed by the Applicant during or after completion of construction.
- Street cleaning to remove silt or concrete if not performed by the Applicant by the end of each workday during construction.
- Repairs, maintenance or replacement of silt barriers if not performed by Lot owner.
- Fines for violation of Environmental or Construction Standards.
- Failure to comply with the Design Guidelines Manual.

Upon request by the Design Review Board, the Applicant shall immediately replenish any portion of the Construction Deposit expended for the above referenced purposes, plus any amounts in excess of deposit monies on hand. The Construction Deposit will be released to the Applicant, less any funds expended, upon the occurrence of all the following:

- Completion of the home for which the Construction Deposit applies.
- Installation of landscaping as approved by the Design Review Board.
- Receipt of a Certificate of Occupancy or final electrical inspection (as applicable).
- Receipt and approval of the final survey and final homesite grading as built.
- Final inspection and approval of the residential dwelling as may be conducted at the option of the Design Review Board.

Construction Insurance Requirements

Builders constructing homes within the community shall obtain comprehensive general liability insurance, workers compensation insurance and comprehensive automobile liability insurance. Builders shall carry and require any and all trade contractors retained to construct improvements to carry workers compensation insurance covering all workers as required by law. Builders shall procure and maintain at their expense the following minimum limits of coverage:

- Comprehensive General Liability for Bodily Injury and Property Damage:
\$1,000,000 Combined Single Limit
- Workers Compensation Insurance:
As required by the State of Tennessee
- Comprehensive Automobile Liability- Bodily Injury and Property Damage:
\$1,000,000 Combined Single Limit
- Property Insurance:
Full replacement value.

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**Construction Insurance Requirements
(continued)**

Prior to the commencement of construction, the Design Review Administrator must receive copies of policies and endorsements. The following additional named insured parties are to be listed on all liability insurance, including their partners or officers, agents and employees, and are to be shown on all insurance certificates:

- The Lashbrooke Corporation.
- Lashbrooke Community Association, Inc.

All insurance shall be endorsed to provide that the insurance afforded to the additional insureds, described above, is primary insurance, and if any of the additional insureds has any other insurance which is applicable to any loss on an excess or contingent basis, the amount of the insurance carriers liability under said policies shall not be reduced by the existence of such other insurance of the additional insureds.

The builder's insurance carrier shall provide notice to the additional insured parties no later than thirty (30) calendar days in advance of any coverage cancellation or policy termination.

Limiting Conditions

The following limiting conditions shall apply to the Design Review Board, CC&Rs, and the Design Guidelines Manual:

- The standards contained in the Design Guidelines Manual set forth minimum requirements. Where the Design Guidelines Manual imposes a greater restriction than is imposed and required by the CC&Rs for Lashbrooke or other provisions of law, the standards in the Design Guidelines Manual shall control. In the event building codes or other provisions of law require greater restrictions than are imposed by the Design Guidelines Manual, the more stringent provisions shall control.
- Approval of applications by the Design Review Board shall not be construed as meeting the requirements of Blount County, Tennessee Valley Authority (TVA) or any other government agency with jurisdiction over the community.

- Review and approval of applications by the Design Review Board shall not impose any responsibility for the design, engineering or construction of homes, including, but not limited to, the adequacy, structural integrity or life/safety requirements of such improvements. The scope of any review and approval by the Design Review Board shall be limited solely to whether the plans meet certain requirements, standards and guidelines relating to aesthetics, and the harmony and compatibility of the proposed improvements on the Applicant's homesite with other improvements to be constructed within the community.
- The Lashbrooke Design Review Board will use its best judgment in carrying out its duties hereunder, however, in no case shall Lashbrooke Partnership or the Design Review Board or any of their partners, members or agents be liable for any loss, damage or expense incurred by any Lot owner or their agents or contractors, whatsoever.
- These Design Guidelines for Lashbrooke are subject to change by the Design Review Board without prior notice.
- It is the responsibility of each Lot owner to stay abreast of the changes to Design Guidelines and to request the most recent version of this document before planning or beginning any alteration or construction.

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Construction Standards

Construction Standards have been established to foster a positive working relationship among all builders, subcontractors and suppliers performing work within Lashbrooke. All companies and their employees are required to comply with Construction Standards, which include the following:

- **Common Area Access** – Construction personnel are not permitted in the pool area, in the athletic facility, dock areas, or within any community or common areas in Lashbrooke. Workers are not permitted to walk across, or to lounge along any lot or common area.
- **Damage to Development Improvements** – Any damage to roadways, curbing, mailboxes, drainage systems, utility lines and service, signage, landscaping and irrigation systems, Developer or Community Association property or common areas must be reported to the Design Review Administrator. The cost of repairing any such damage is the responsibility of the Lot Owner and builder, whether such damage is caused by employees of the builder or the builder's subcontractors or suppliers.
- **Speed Limits** – For the safety of children and residents, all speed limits shall be respected. Individuals who violate speed limits maybe asked to leave (temporarily or permanently) the job site and/or pay fines. Workmen who habitually violate speed limits will not be permitted access to Lashbrooke.
- **Construction Parking** – Under certain circumstances, workmen may be required to park in designated areas. When parking is permitted in the immediate area of construction, only one side of the roadway may be used. No parking is permitted in permanently landscaped or grassed areas.
- **Job Site Conditions and Dumpsters** – All job sites shall be kept in a clean and orderly condition. Builders and subcontractors are responsible for removal and placement of trash in required dumpsters or designated

areas. If a recycling plan is in effect, trash shall be placed in appropriate containers.

Burning of trash or any other item is strictly prohibited within Lashbrooke.

- **Walkways and Driveways**- Driving on walkways or using residential driveways for parking or to turn around is not permitted.
- **Pets** – Pets of construction workers are not permitted on job sites or inside vehicles parked within the community.
- **Signage** – No signage is permitted within the community, except signs authorized by the Design Review Board or Developer.
- **Construction Hours** – Construction hours are from 7:00am to 5:00pm Monday through Friday, and from 8:00am to 1:00pm on Saturday. No equipment may be operated anytime on Sundays or outside these construction hours. Any exceptions to construction hours must be approved in advance by the Design Review Administrator.
- **Alcoholic Beverages** – No alcoholic beverages may be consumed by workmen at any time.