

Construction request procedure

Note: Failure to fully comply with these requirements could result in lien on the owner's property by Deer Creek RV Golf & Country Club.

Any changes, permanent or temporary, to the exterior appearance are subject to review and approval from the Corporate Board and HOA Board, per your Declaration of Covenants and Restrictions. The review process is not limited to major additions or alterations, such as addition, deck or port. It includes such minor items as changes in color and materials. Approval is also required when an existing item is removed.

DO NOT schedule work until you have received approval from Corporate Board and your HOA Board.

Construction request application to be completed by homeowner. This packet can be obtained from the Administration office, request through email directly to your community supervisor or on our website. The application is to be submitted to Community Supervisor at Administration office or by emailing to assistant.deercreek@artemislifestyles.com. The following is required to be submitted:

- 1) Construction request form signed by owner and contractor/vendor, (this should include a complete and accurate description of the proposed change/improvements. Examples include: a site plan showing the location and dimensions of the proposed improvement, materials, color, etc.)
- 2) Contractor rules and regulations signed by owner(s) and contractor/vendor
- 3) PUD requirements signed by owner and contractor/vendor

The request submitted will be reviewed with covenants, PUD requirements and community rules (including easements, setbacks, etc.) to verify they comply. The Board of Directors (Corp) will then provide their decision of approval/denial to Community Supervisor. The decision from Corporate Board, will be sent via email or phone call to homeowner.

The community supervisor will then submit the construction request documents to the community HOA/Authorized person for decision. **Please note: your community HOA/Authorized person may have their own rules and regulations that must be adhered to.**

After owner has received Corporate approval, **owner must then wait to receive Final approval/denial from their HOA Board.** The community HOA decision will be sent via email or phone call to homeowner. (the decision will be given by Community Supervisor)

Owners are to notify their HOA/Authorized person(s) and Community Supervisor of start date and submit any applicable permits that were required to be placed with file. **NO WORK to be started until/if all applicable permits have been submitted.**

NOTE: All request must conform to all local Zoning and Building Regulations and you must obtain all necessary permits if the Board/HOA approves your request. Homeowner will be responsible for insuring there are no encroachments. Homeowner will repair any damage incurred during construction.

****Process/decision will be completed within 30 days.**



Deer Creek RV Golf & Country Club, Inc.

42749 Highway 27, Davenport, Florida 33837

PH: (863) 424-2839 FX: (863) 424-3336

CONSTRUCTION REQUEST FORM

The purpose of this form is to provide our lot owners a vehicle by which to obtain approval for construction on property. All construction must comply with HOA Covenants as published. Any variance to same must be approved by HOA and Declarant/Corporation. If said construction requires a Permit from Polk County, copy of said permit must be submitted to Deer Creek Office prior to start of construction for future reference.

NAME:

E-MAIL:

COMMUNITY:

LOT#:

ADDRESS:

PHONE:

Construction Request:

Variance Request:

- With the stipulations that paragraph 2.7 of the Declaration of Restrictions and Covenants are adhered to: No structure, either permanent or temporary, if permitted in accordance with these declarations, including, but not limited to, barbeque grills, utility sheds and picnic tables, shall be located on or placed within 5 feet of any lot line abutting any golf course as presently or hereafter located.
 - Check with county regarding easement/setbacks before starting of work.
 - Must be within PUD guidelines for square footage, height and color if applicable. (see attached and sign)
- If applicable, proper permits must be obtained from Polk County Building Department prior to start of construction, and a copy of same, provided to Administration office.

Owner signature and date

contractor signature and date

HOA signature and date

Declarant signature and date

Decision: Denial/approval



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Rules and Regulations for Owners/Builders/Contractors

Please contact the Community Supervisor with any questions or concerns:
assistant.deercreek@artemislifestyles.com or call (863) 424-2839, extension 104

Deer Creek is a private resident owned property made up of 6 communities: Regal Pointe, Regal Ridge, Eagles View, Mockingbird Ridge, Partridge Pines and Osprey Point. These Rules and regulations only apply in Osprey Point, Eagles View, Regal Pointe and Partridge Pines. Regal Ridge and Mockingbird Ridge may have their own rules and regulations that must be adhered to.

(All contractor, sub-contractors and drivers must register at ranger station) **Information needed:** Address going to, name, company, plate number, driver license and preferably, a card with contact information.

Contractors, contractor workers and sub-contractors must always register at the Ranger station prior to entering the community. This will be strictly enforced.

Contractors, contract workers and sub-contractors are never allowed to use a clicker (remote control) or gate codes when entering the community.

Any violations of construction rules and regulations will be the responsibility of the owner. These rules apply to all owners (*unless indicated) doing construction for themselves, other residents and for all contractors.

First violation:

Verbal or writing warning to manager or company/contractor/driver

Second violation:

\$50 for any second violation,

\$50 for any afterhours call related to a violation,

\$100 for debris removed from property

Third violation:

Removal from property on date of incident and then, restricted from the property for 30 days.

1. POSTED SPEED LIMIT IS always 10 MPH in ALL areas.

2. No parking at Community clubhouses (pool contractor is exempt from this rule) or on empty/vacant lots without prior authorization from the Community Supervisor and written authorization from owner of vacant lot.

3. If required a 3-day parking permits is available at the ranger station for the ADMIN PARKING LOT ONLY.
4. SEMI-TRAILERS ARE NOT ALLOWED in the individual communities. All equipment supplies, and materials must be removed from the trailer and transported to the work site by other means. Staging of equipment, supplies and materials will only be allowed at main clubhouse parking lot or administration office parking lot. No materials can remain in the assigned staging area overnight.

- **Violators will be fined \$200.00 and possibly be banned from staging material in the staging areas in the future.**
5. No construction is allowed to begin without a construction request that is signed by contractor, owner(s) and approved by the Board/HOA.
6. All construction request requires prior approval before start of work. Construction request are available from community supervisor. A copy of permits should be submitted to the office prior to the beginning of any construction or demolition and must always be visible and readily accessible on the property site.
7. Any changes to the originally approved request that may result in a change to the footprint or set back requirements, must be submitted to the office for approval prior to proceeding with any changes.
8. Verify all Polk County Land development requirements by contacting them **FIRST**. Contact information is as follows: Planner-On-Call is a customer service provided to answer questions and assist citizens regarding the County's Comprehensive Plan, Land Development Code, and other planning topics. A staff member is available to meet with citizens who walk in the office, call on the phone (863-534-6084), or submit questions by e-mail (planneroncall@polk-county.net) or fax (863-534-6021). This service is available Monday through Friday from 8 a.m. to 5 p.m.
9. All owners/builder permit holders and/or contractors or their workers shall start work no earlier than 8am and stop work no later than 5pm each day. All trucks, trailers and construction equipment should be removed from the community by 5:30pm. This excludes equipment requiring large vehicles to remove the equipment. (i.e.: Hi-Boy lift vehicle and large earth moving equipment)
10. NO construction or demolish work is permitted, unless an emergency arises, in any community after 5pm Saturday, until 8am Monday. Approval to work Sunday may be allowed with written approval at the sole discretion of the Community Supervisor. Request for Sunday work exception must be submitted and approved prior to close of business on the Friday preceding the Sunday work request.
11. Owners/builder or contractor must pay the cost to repair any damage to the common property and utilities during construction and clean-up. This also applies to damage to the road(s). Owner/builder or contractor shall not dig holes, tap water, sewer or primary electric lines without appropriate licensees, permits or approvals as required.
12. No owner/builder or contractor shall use any electric outlet, water outlet, driveway or otherwise encroach on other property, other than the one permitted for construction. No vehicles should block driveways/roadways or otherwise restrict the passage of other vehicles.
13. No digging in roads or other common areas without prior written permission from the community supervisor. This includes but is not limited to the golf course, wet land areas or retention ponds.
14. No owner/contractor shall plant any trees within 10ft of roadways.
15. All owner/builder or contractors shall keep their construction site clean of debris. The list includes but is not limited to water bottles, drink bottles, drink cans, cigarette butts, nails or other materials. Burying of these materials is absolutely not allowed anywhere within Deer Creek. Contractors will be responsible for trash, dirt, gravel or other materials falling off their trailers, trucks when exiting the community.

- **Failure to clean up will result in Deer Creek cleaning up the items and invoicing the contractors for time and materials to include a 20% surcharge.**

16. No dry cutting is allowed for pavers, bricks, tiles or other materials that produces dust and debris within the community.

- **Failure to clean up will result in Deer Creek cleaning up the items and invoicing the contractors for time and materials to include a 20% surcharge.**

17. All vehicles must be in working order such that they do not leak anything on the roads, driveways or other common areas.

- **Failure to clean up will result in Deer Creek cleaning up the items and invoicing the contractors for time and materials to include a 20% surcharge.**

18. The playing of radios and other devices which might disturb other residents will be tightly controlled and volume should be kept to a minimum.

19. COMMUNITY DUMPSTERS: are NOT to be used for disposal of construction/demolition materials by any contractor or sub-contractor. Contractors and sub-contractors are required to remove/haul away your own construction/demolition materials, brush, dirt, grass, pavers and garbage. Any owner, contractor or sub-contractor violating this policy will be fined as identified in the following: (fine ultimately responsibility of owner if contractor doesn't pay)

- **First offense is \$200.00,**
- **second offense is \$400.00,**
- **and third offense is \$400.00 and restricted access to Deer Creek community for 30 days.**

***This rule is not intended for homeowners who do their own construction and repairs on lot/home.**

Owners are listed in the rule because they are responsible for their contractors.

20. Owners/contractors and sub-contractors are responsible to remove all construction/demolition materials from the work site. If an owner or contractor breaks/damages a water line or utility line on a property you are working on, it is your responsibility to:

A: Immediately notify the community supervisor of the damage.

B: Immediately begin to repair damage using an approved license contractor.

21. Cement/concrete trucks are not allowed to wash out anywhere on Deer Creek property. This includes, but not limited to: Regal Ridge and Mockingbird Ridge.

Violations will result in a \$500.00 fine for the driver of the vehicle, the owner/operator of the vehicle, and the owner/contractor. It will result in the driver and owner/operator being permanently forbidden to enter Deer Creek property. In addition, if for any reason following a washout Deer Creek experiences any malfunction of its Waste Pump Station, we will hold all parties accountable for all cost associated with repairing the WPS.

- **Failure to clean up will result in Deer Creek cleaning up the items and invoicing the contractors for time and materials to include a 20% surcharge.**

22. NO trailers are to be on site overnight. If it becomes necessary to park a trailer on Deer Creek property, written authorization must be obtained from the Community Supervisor. Vehicle illegally parking will be towed at owners' expense. If you believe your vehicle has been towed, you may contact Bolton's towing at 863-421-9966.

23. Contractors/builders/owners are responsible and must call 811 (power, cable, phone and utility) prior to the starting of work.

24. The owner is responsible to submit construction request documents to Deer Creek RV Golf & Country Club office for review/approval and ensure that documents submitted to county are within Deer Creek RV Golf & Country Club PUD guidelines. Before approval is granted for any construction request, you must submit the following:

- Construction request signed by owner and approved by Deer Creek RV Golf & Country Club, Inc. Board/HOA
- A complete and accurate description of the proposed change/improvements. Examples include: a site plan showing the location and dimensions of the proposed improvement, materials, color, etc. (site plan can be provided by Community Supervisor)
- Signed PUD requirements by owner and contractor
- Signed contractor rules/regulations by owner and contractor

Any cost incurred if there is failure to comply with the above requirements or an error/change in the plans it will be the sole responsibility of owner to rectify the error and fully comply with all PUD requirements.

Note: Failure to fully comply with these requirements could result in lien on the owner's property by Deer Creek RV Golf & Country Club.

I _____, owner of _____ within Deer Creek RV Golf
(printed name) (address in Deer Creek)
& Country Club, Inc. understand and accept the foregoing document of the Rules and regulations.

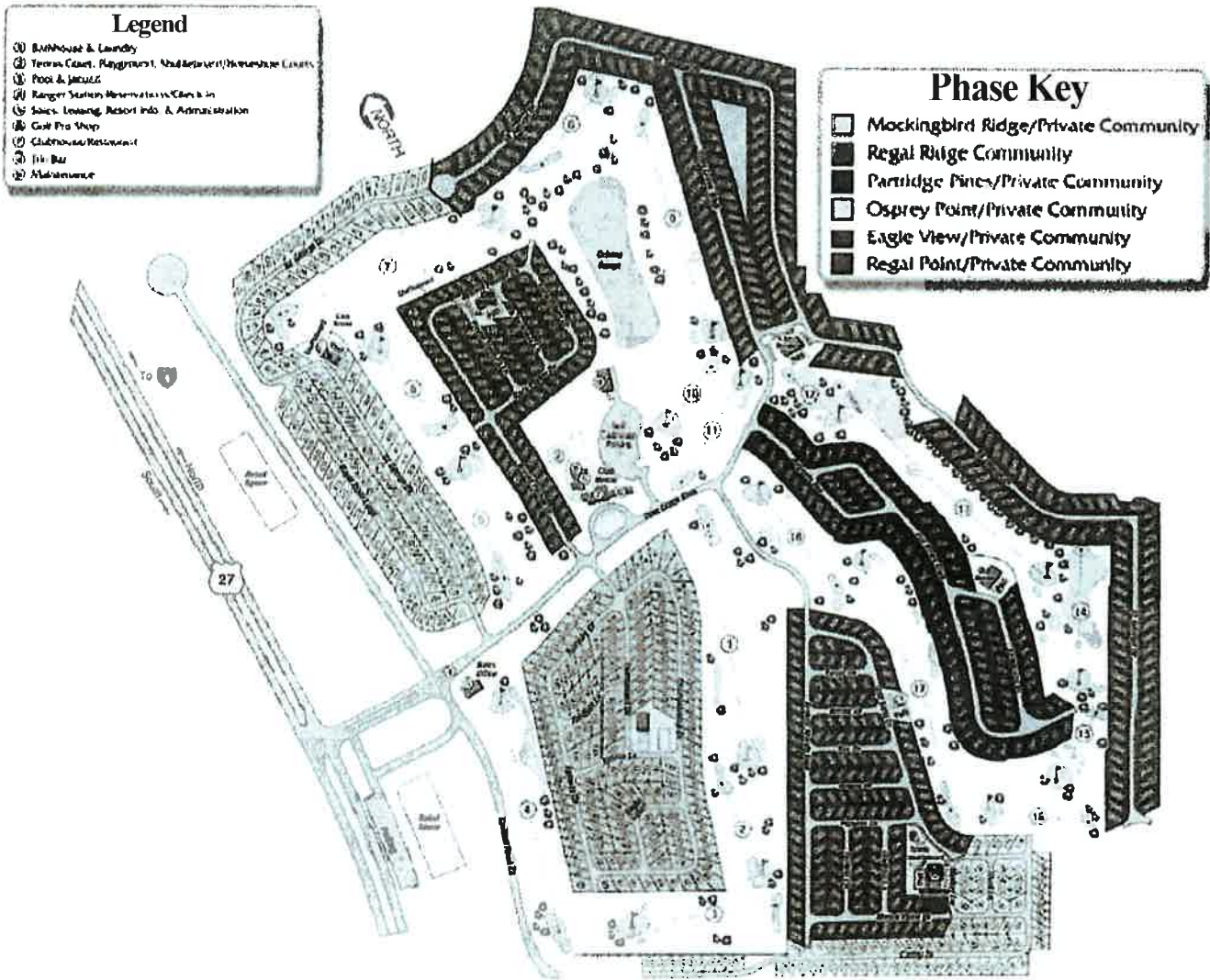
Signed this _____ day of _____, 20____.

Signature of owner(s)

I _____, contractor with _____ understand and accept the
(printed name) (name of business)

foregoing document of the Rules and regulations. Signed this _____ day of _____, 20____.

Signature of contractor



Community Name	Plate Phase	# of lots	Maximum Livable Area	Maximum Height	# of Floors	Accessory Storage Size	Height of Storage
Mockingbird Ridge	I	180	1,150 sq.ft.	16'	one	80 sq.ft.	8'
Regal Pointe	III C, D & F	239	1,800 sq.ft.	17'	one	120 sq.ft.	12'
Regal Ridge	II	170	1,250 sq.ft.	22'	two	*432 sq.ft.	22'
Partridge Pines	III G	109	1,500 sq.ft.	22'	two	250 sq.ft.	12'
Eagles View	III B	116	1,500 sq.ft.	16'	one	192 sq.ft.	8'
Osprey Point	III A	140	2,000 sq.ft.	22'	two	400 sq.ft.	22'

* a portion may be screen room

This document has been reviewed, acknowledged and agreed to:

Owner signature/Date: _____

Contractor/Vendor signature/Date: _____

HOA/Authorized signature/date: _____



SAMPLE

12 ft Easement front