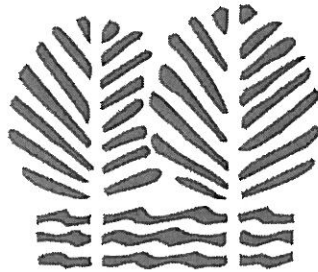


**GLADE SPRINGS
ARCHITECTURAL GUIDELINES
AND REVIEW PROCEDURES**

PHASE I



**THE RESORT AT GLADE SPRINGS
255 Resort Drive
Daniels, WV 25832
304-763-2000**

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INTRODUCTION

Preservation of the natural beauty of Glade Springs has been the guiding principle in establishing design standards for all building and landscaping within its boundaries. Glade Springs has consulted qualified professionals in establishing these standards, the goal being to maintain, to the maximum feasible degree, the natural character of Glade Springs and to preserve the scenic forest canopy.

In order to insure that each site is developed in a manner which will be compatible with the total environment, an Architectural Review Board (ARB) has been established by Glade Springs for the benefit of the entire resort. It is the function of the **ARB** to encourage design excellence through stringent but reasonable standards for siting, architecture, landscaping and construction without inhibiting freedom of individual expression.

The recommendations, restrictions and instructions contained in this booklet are offered as a guide for use in the design and construction process.

Although the Architectural Review Board will give consideration to any design proposal submitted which is of sufficient graphic quality and accuracy, applicants are urged to secure the services of licensed professionals from the appropriate fields.

ARCHITECTURAL REVIEW BOARD

A. AUTHORITY AND RESPONSIBILITY

The Architectural Review Board (ARB) shall have authority and responsibility for approving or rejecting plans for all construction and site improvements on all property within Glade Springs Resort covered by architectural approval deed restrictions prior to commencement of construction. The ARB shall enumerate the documents, time and fees needed to permit adequate review.

The purpose of architectural review is to foster careful design so that there is harmony between the buildings and the surrounding environment. The review will consider size, design, effect on other property owners, disturbance of existing terrain and vegetation, location with respect to the designated setback requirements, color, and other relevant factors. As a courtesy, adjacent property owners are notified of the filing of a major application (i.e. new residences, large additions, major remodels).

The ARB will respond within thirty (30) days of receipt of a properly completed submittal. This response will be in the form of approval, conditional approval, disapproval, or continuance of review, and an explanation of the decision will be given in writing. Consent will be revoked one (1) year after ARB approval unless work has begun or the applicant has applied for and received an extension from the ARB.

The ARB meets semi-monthly. The Board consists of individuals (all homeowners, residents, and company representatives) appointed by Glade Springs General Manager, who serves as the Chairperson for the Committee. A quorum of three (3) voting members is necessary for action. The affirmative vote of a majority of those in attendance is required for design approval. Records of meetings are kept on file at the Glade Springs offices.

It is realized that, with passing time, changes in building materials, methods of construction, design concepts and governmental regulations may occur. Therefore, it may be desirable and/or necessary for the ARB to consider revisions to the form and content of its guidelines. The ARB retains the prerogative to consider and adopt such modifications as it deems appropriate, subject to requirements and other officially adopted plans and implementing ordinances.

Review and approval by the **ARB** is for long term design, appearance and environmental compatibility only. The **ARB** assumes no responsibility for the structural or mechanical soundness of approved designs. All proposed construction systems must be in accordance with the requirements of all applicable Federal, State, and local codes and regulations.

B. APPLICATION PROCESS

1. Procedure

Whenever an applicant wishes to build, reconstruct, add onto or refinish the exterior of a structure on a property, replace fences or gates, or in any way affect the vegetation on his/her homesite, he/she shall follow the procedures hereinafter set forth. Plans shall be submitted to the Architectural Review Board, in care of Glade Springs Resort, and acted on by the **ARB** prior to any actions by governmental agencies. Submittals may be made in preliminary or final form.

2. Plans

- a. **Preliminary** · Whenever an applicant wishes to make improvements subject to these guidelines, he/she may make a "Preliminary Design" submittal to the **ARB** (see **Building Plan Submittal Requirements on page 16**) prior to submitting final working drawings. This procedure will often save the applicant expense and delay. Applicant will be modified in writing of the **ARB** action.
- b. **Final** · A "Final Design" submittal (see **Building Plan Submittal Requirements on page 18**) is required for improvements subject to these Guidelines.

Upon review of the "Final Design" submittals, the applicant will be notified in writing of the **ARB** action.

Upon approval of the Final Design submittals, execution of a Construction Agreement and payment of required fees to Glade Springs Resort, the applicant may apply for a building permit and to other appropriate agencies for other necessary permits.

C. EXCEPTIONS

The Architectural Review Board may grant to an applicant an architectural exception from any condition contained herein, or from any rule or regulation of the Architectural Review Board, for the purpose of saving significant trees, avoiding unnecessary cuts and fills, or because a design, though desirable and compatible, is so unique in concept that it is beyond the scope of these conditions and the rules promulgated hereunder. The applicant who applies for such an exception has the burden of proof and shall offer evidence in support of his/her application. An architectural exception shall not be granted unless the **ARB** finds that the exception is appropriate to the location, the lot and the neighborhood; the exception is consistent with the goals of the design recommendations; and the exception will not adversely affect the character of the neighborhood.

Each applicant for an exception shall submit the following information:

1. A written explanation of the facts supporting the applicant's request.
2. All other information requested by the Architectural Review Board to properly evaluate the application.

Obtaining an architectural exception from the **ARB** does not eliminate the need for an applicant to obtain, where required, other types of variances from appropriate public agencies.

SITE AND BUILDING GUIDELINES AND RESTRICTIONS

A. GENERAL

General guidelines and restrictions, including certain architectural restrictions, apply to all residential properties in Glade Springs Resort. There are also specific Covenants, Conditions and Restrictions (CC&R's) which apply to individual lots. Deed restrictions for each lot have been recorded with Raleigh County and are considered by the Architectural Review Board during application review. Copies of Covenants, Conditions and Restrictions may be obtained from the Glade Springs Resort company. The general guidelines and restrictions include the following:

1. **Antennas** · Antennas of any type (radio, television, satellite dish, etc.) may not be installed without prior approval of the Architectural Review Board.
2. **Clotheslines** · Exterior clotheslines are not allowed.
3. **Exterior Repainting** · All exterior color changes must be approved by the Architectural Review Board prior to repainting (refer to paragraph B.16.a. for guidelines and restrictions).
4. **Fences and Gates** · The design and location of all new and/or replacement fences and gates must be approved by the Architectural Review Board (refer to paragraph B.12 for guidelines and restrictions).
5. **Fires** · Exterior fires are not permitted without the permission of Glade Springs Resort. Generally speaking, exterior fires are permissible only in cooking receptacles designed for that purpose.
6. **Mailboxes and Newspaper Receptacles** · These should conform with established types (metal housings mounted on a single square metal post).

7. **Maintenance** · In the interest of appearance, safety and minimizing fire hazards, each property owner is required to keep his/her land and all improvements in reasonable condition and repair. For specific regulations on property maintenance, refer to the local fire jurisdiction.
8. **Pets and Animals** · No animals, livestock or poultry of any kind shall be raised, bred or kept on any residential lot except for dogs (County leash laws apply), cats and other domestic pets not kept for any commercial purpose, and no more may be kept than allowed in the County Zoning Ordinance. On certain properties horses may be kept, subject to ARB approval. A use permit must also be obtained.
9. **Refuse** · All garbage and trash must be kept in animal proof, covered containers which are screened from view of neighboring properties and roadways. Owners are responsible for their own garbage and trash removal during construction and thereafter. Temporary use of dumpsters is permitted for construction and site maintenance trash and debris. Dumping dirt, garbage, trash or other debris anywhere in Glade Springs Resort is strictly prohibited.
10. **Signs and Property Identification** · Signs of any kind on private dwelling units and/or property are subject to Architectural Review Board approval. Real Estate "For Sale" signs are not permitted. No sign shall be installed on any private dwelling unit and/or property other than signs stating name of occupant, name of unit or property, or address of unit.
11. **Swimming Pools, Etc.** · Installation of swimming pools, reflecting pools, landscaping ponds, and exterior hot tubs, spas, etc., require Architectural Review Board approval. All related electrical and/or mechanical equipment must be housed in a sound insulated enclosure.
12. **Trailers, Etc. Used as Lodging** · Mobile homes, trailers, recreational vehicles and tents are prohibited as lodging. They are to be parked in designated areas (currently in the Glade Springs Resort maintenance area).

13. **Vegetation** · For removal of trees and certain other plants, refer to **Landscaping Guidelines** and the section on **Construction Regulations** for details.
14. **Vehicles, Recreational Vehicles, Boats** · Glade Springs Resort prohibits any commercial vehicles, campers, trailers, boats or similar vehicles or equipment from being parked (except for the purpose of loading or unloading), repaired or stored on or near any residential lot.
15. **Wells** · Wells and other independent water systems are prohibited.

B. BUILDING GUIDELINES AND RESTRICTIONS

The following applies to the design and construction of new residences, additions and/or exterior alterations to existing residences.

1. **Building Character** · It is the intent of the Architectural Review Board to evaluate the architecture of a building by itself and also to evaluate the building in its environmental or neighborhood setting. Garish and unusual architecture is not acceptable. Innovative architecture will be recognized as long as it is not in strong contrast to or out of scale with neighboring buildings. Preference will be given to simple, well-designed buildings with fine detailing. Cliches such as false fronts, random shutters, strips of veneer, etc., will be rejected. Structures, including fences, shall be subordinate to and blended into the environment. Materials and colors should also blend with the environment.
2. **Building Siting** · Great care should be used to protect existing terrain and vegetation when locating the building (or buildings), walls, fences, driveways, paths, paved areas and landscaped areas. In addition, the location of the building (or buildings) and the driveway should be as unobtrusive as possible in regard to the effect on neighboring properties in particular and the community in general. This will be a particularly important consideration for developments on visually prominent sites.
3. **Garages and Other Accessory Buildings** · Accessory buildings or structures which are intended for permanent or semi-permanent use cannot be constructed prior to the main residence without Architectural Review Board approval. It is intended that each

interrelated structure be consistent with all others with respect to architectural character , materials and finishes. An enclosed garage for a minimum of two cars is mandatory. The garage should be located so as to minimize the length of the driveway and the garage entrance cannot face the street.

4. **Size** · All single family dwelling units within Glade Springs shall have a minimum square footage of enclosed dwelling space of 2500 square feet. The term "enclosed dwelling space" shall mean the total enclosed heated and air conditioned area within a dwelling. That term does not, however, include garages, sheds, terraces, decks, open porches and like areas. As noted in the exceptions section of these guidelines (see page 8), an exception to this requirement may be granted considering a desirable and compatible design for the building site as it relates to lot size, trees, and site topography.

5. **Setbacks** · It is suggested that applicants check with Glade Springs Resort office prior to commencement of their planning to ascertain the correct setbacks. In cases where setbacks differ from those required by ARB, the more restrictive setback will apply. Building setback guidelines for regular sized lots are measured from the property line to the wall of the house and/or garage.

Front of the house to center line of the street	60 ft.
Side or rear yard adjoining golf course	40 ft.
Side or rear yard adjoining another yard	35 ft.
Side or rear yard adjoining open space	35 ft.
Side or rear yard adjoining lake	30 ft.

6. **Height Limitations** · The main building shall not exceed 30 feet in height; accessory buildings shall not exceed 15 feet in height except for guest houses, which shall not exceed a height of 12 feet. Generally speaking, structures should not be designed to dominate the natural setting.

7. **Grading** · Changes in natural grade by cutting or filling for walks, driveways and similar site improvements must be kept to an absolute minimum to preserve the existing land form and to prevent scars, erosion and damage to root systems of trees which are to remain.

8. **Landscaping** · Refer to **Landscaping Guidelines** for details.

9. **Driveways** · Driveways that have a slope in excess of twenty-five percent (25%) are prohibited. An on-site turn-around area shall be provided where possible to avoid vehicles having to back onto roadways. This is an especially important consideration where a driveway connects to a heavily traveled road or to a road where visibility of on-coming vehicles is restricted. In order to minimize the number of driveway connections to roads, circular driveways will be permitted only when no other solution is feasible. Driveway connections to the roadway should have minimum culvert size of 15" unless otherwise approved by ARB.
10. **Parking** · Each single-family residence must have garage parking for at least two automobiles. Each residence must also have off-street parking for at least two additional automobiles. No existing garage may be converted to a living space unless a replacement garage is built.
11. **Paving** · Paving materials for driveways and paths are subject to Architectural Review Board approval. Asphalt should be used whenever possible. Where driveways connect to roads, asphalt paving shall be installed between property line and edge of existing road paving to standards approved by Glade Springs Resort.
12. **Fences, Walls and Gates** · In all cases, fences, free standing walls and retaining walls within the setback areas shall not exceed six feet (6') in height unless an exception is granted by ARB. Fence heights are measured from existing or finished grade, whichever is lowest. It is recommended that walls be constructed of natural stone, brick or adobe type concrete block. Standard concrete block walls with stone, brick or stucco veneer are acceptable. The use of decorative concrete blocks as fences, screens or veneer is not permitted. It is recommended that fences be constructed of dark wrought iron or wood (redwood or cedar is recommended). Solid fences or walls are not recommended on the front of the property. Side and rear yard fences may be constructed of non-climb type wire mesh with redwood or pressure treated wood posts and rails. Metal posts are not permitted unless an exception is granted by the ARB. Landscaping of all fences is encouraged to soften or conceal them from view. Driveway gates must be set back a minimum of twenty feet (20') from the property line. Except in the case of certain commercial or public improvements, chain link type fencing and gates are not permitted.

13. **Service Areas** · Service areas are required and must be fully enclosed with a concealing fence not less than five feet (5') or more than six feet (6') in height. Such fencing must be of a permanent nature and of materials and finish consistent with the principal structure on the site.
14. **Utilities** · All trunk utility lines and pipes in new subdivisions must be placed underground. Connections from trunk lines to the exterior wall of an individual structure must be underground.
15. **Foundations** · To provide a base or foundation for the residences of Glade Springs, all finish ground floors shall be a minimum of 24 inches above finish grade as measured at the street facing exterior walls. While slabs on grades are prohibited visually, they may be accomplished through the use of stem walls with backfilling.

In the event a crawl space is utilized, the ventilation openings are to be covered with grating, wood louvers, or lattice painted to conform with the color scheme of the house. Standard aluminum vent grills are not permitted. Any concrete block foundation walls are to be clad with a visually compatible exterior skin. Wooden pilings used for foundation support, including decks, shall be encased in finish wood trim as exposed round piling is not appropriate. Careful attention should be given to all visible foundation elements to provide for the same degree of detailing found in the main body of the house.

16. **Exterior Finishes and Materials**
 - a. **General** · Exterior materials should be consistent. Small areas of materials applied for decoration will not be approved. Exterior colors should be natural earth tones and subtle shades which blend rather than contrast with the surrounding environment. Excessively reflective materials and finishes will not be approved.
 - b. **Roofs** · The roofs of all houses within Glade Springs, while perhaps different in material and color, shall have a similarity of form to provide for the homogenous character with all gable and hip roofs having a minimum roof slope of 6/12. All roofing materials shall meet ICBO standards for Class "B" fire resistive construction.

- c. Chimneys . In the style of architecture envisioned for Glade Springs, chimneys along with the other projections above roofing surfaces play a dominant role in depicting the character desired. Chimney dimensions shall be visually compatible in scale to the structure. All exposed surfaces of chimneys should be of masonry or stucco with a preference for covered flue endings. Prefab metal fireplaces are acceptable within a residence; however, the metal flue must be totally concealed by approved materials. No prefabricated metal spark arresters or flue tops may be exposed to view.
 - d. Walls . A variety of exterior wall materials (including wood, stucco, brick, natural stone veneer and adobe block) is acceptable, so long as the style, color and texture compliments the site and neighborhood.
 - e. Metal . With the exception of copper, exposed metal gutters, downspouts, vents, flashing, trim, etc., must be anodized or painted to blend with the buildings exterior colors.
 - f. Windows . All exposed aluminum sash and framing shall be an anodized color as approved by the ARB. Solariums and greenhouses are included. Exposed mill finish aluminum, including window screens, is not permitted.
 - g. Skylights . Skylights must be flat, low silhouette, non-glare type. Bubble type skylights are not permitted. Skylights will not be allowed in locations where light from the interior will be overly visible to neighbors or roads. Where possible, the skylight's finish shall be the same as the windows.
17. Exterior Lighting . All exterior lighting shall be unobtrusive and harmonious with the surrounding area. Light fixtures shall be constructed and/or located so that only the intended area is illuminated. Exterior fixtures whose light sources are overly visible from neighboring properties or road traffic will not be permitted. Indirect type lighting is strongly recommended, especially for light fixtures located at driveway entrances. Night lighting of private tennis courts is not allowed.
18. Solar Panels . Solar panels for auxiliary heating must be installed without visual disturbance to neighbors or to the view from the road.

19. Storage - Interior and exterior storage closets for bulky items such as barbecues, patio furniture and recreational equipment are strongly encouraged.

Glade Springs Resort has the authority to enforce the preceding general restrictions, as well as specific deed restrictions and CC&R's.

BUILDING PLAN SUBMITTAL REQUIREMENTS

A. PRELIMINARY DESIGN SUBMITTALS

Preliminary design submittals may be submitted for all new construction.

Review of preliminary submittals by the Architectural Review Board (ARB) will be of an advisory nature. However, preliminary submittals must adequately describe the site plan, finished floor elevations, floor plans, exterior elevations, roof design, and exterior materials and character of the proposed structure. Minimum scales are 1/8" = 1' for site plans, 1/4" = 1' for floor plans and exterior elevations; and, 1-1/2" = 1' for a typical wall section from eave through foundation, including window and trim (new residences, demolitions only). All drawings shall have the scale noted for plans, elevations, details, etc. Two copies are required. Favorable review of preliminary submittals by the ARB shall neither imply nor guarantee acceptance of final design submittals.

The following specific information should be included as a minimum in a preliminary submittal.

1. Location Map
 - a. Location of the property in Glade Springs Resort.
 - b. The adjacent streets and names.
 - c. North arrow sign.
2. Property Identification
 - a. Lot numbers and subdivision designation.
 - b. Name, address and telephone number of both applicant and architect or designer.

- c. Assessor's Parcel Number.

3. Site Plan

- a. Property lines with distances and bearings, setback lines, north direction arrow and existing topography indicated by contour lines at five foot (5') elevation intervals.
- b. Locations of all trees six inches in diameter or greater.
- c. Designate all trees to be removed.
- d. Locations of all buildings with dimensions to property lines.
- e. Locations of service yard, driveway, parking areas and any walls, fences and gates.
- f. Finish grade contour lines showing all cut and fill areas.
- g. Proposed solution for site drainage.
- h. Direction of primary view, if any.

4. Roof Plan

- a. Include sample of roofing material or a photograph from a brochure with the type and color clearly designated.

5. Floor Plan(s)

6. Exterior Elevations

- a. Show all exterior elevations labeled in accordance with the north arrow on the floor plan drawing.
- b. All exterior materials designated clearly.
- c. Show existing and proposed finish grade lines and indicate the road level on the applicable exterior elevation(s).
- d. Indicate overall height of the structure from the average ground elevation covered by the building (footprint) to the highest portion of the roof.

7. Typical Wall Section

- a. Include, from eave through foundation, a typical window and trim with all materials designated (new residences and demolitions only).

8. Color Samples

- a. Paint or stain samples for exterior walls and trim.
- b. Samples of pre-colored materials such as clad windows, integrally colored stucco, etc.

9. **Exterior Lighting**
 - a. Proposed exterior light locations.
 - b. Catalog cuts showing proposed fixtures and wattage.
10. **Rendering**
 - a. For new buildings, a colored perspective drawing or a colored rendering of the street elevation is strongly recommended.
11. **Photographs**
 - a. For additions and exterior remodeling submittals, color photographs of the existing building are strongly recommended.
12. **Checklist (see Exhibit D)**

From time to time, the Architectural Review Board (ARB) may add or change requirements for a preliminary building plan submittal.

A. FINAL DESIGN SUBMITTALS

The final design submittals will constitute the only basis for conclusive action by the Architectural Review Board, and must adequately reflect to the ARB the true design quality of the proposed building and landscape plans. It is strongly recommended that submittals be prepared by a reputable licensed architect or building designer; landscape plans by a competent landscape architect or landscape consultant. Final plans must be submitted in triplicate (3 copies) and **must include final versions of everything required for a preliminary submittal**, plus the following:

1. **Site Plan**
 - a. In addition to the information required for a preliminary submittal, include the following:
 - (1) Locations of all underground utilities.
 - (2) Location, size, and flow direction of all culverts.

2. **Landscaping Plan**
 - a. See **Landscaping Guidelines**, Item B. - Landscaping Plan Submittal Requirements.
3. **Foundation Plan**
 - a. Include foundation details.
4. **Floor Plans**
 - a. Locate all walls and partitions by dimension.
 - b. Locate all exterior doors and windows by dimension.
 - c. Indicate sizes of all doors and windows on the floor plans or on a Door and Window Schedule.
 - d. Indicate all plumbing fixtures and locations of furnace and water heater.
 - e. Show complete electrical and heating layout on the floor plan or on a separate Electrical and Mechanical Plan.
 - f. Orient north arrow in accordance with the Site Plan.
5. **Exterior Elevations**
6. **Roof Framing Plan**
7. **Details**
 - a. Details of special architectural features and construction details.
8. **Construction Schedule**
 - a. Proposed starting and completion dates.
9. **General**
 - a. Any other requirements contained in applicable building codes and ordinances.
10. **Checklist (see Exhibit C)**

From time to time, the Architectural Review Board (ARB) may add or change requirements for a preliminary building plan submittal.

LANDSCAPING GUIDELINES

Glade Springs Resort is a unique and beautiful area containing numerous species of hardwoods, native grasses, wildflowers and other indigenous vegetation. It is the intent of the Architectural Review Board (**ARB**) to insure in perpetuity the qualities that make Glade Springs Resort unique and beautiful.

It shall be the responsibility of the applicant, when landscaping his/her property, to follow the plan submitted to the **ARB** with the final building plan submittal. If changes are contemplated thereafter, a revised plan must be submitted for approval prior to implementation of landscape work.

In order to insure the highest standards of landscape design, applicants are urged to secure the services of a professional landscape architect or designer.

A. PROCEDURES TO FOLLOW

The procedures hereinafter set forth must be followed whenever an applicant wishes to affect the vegetation on his/her homesite prior to, during, or after construction.

1. **Adjacent Properties** · Give consideration and thought to a visually pleasing juncture with adjacent properties. Minimize cutting trees that screen structures from neighboring properties. Consider your neighbors and preserve their views as much as possible. Traffic hazards caused by obstructing the line of sight with tall plants will not be permitted.
2. **Glade Springs Resort Road Right-Of-Way** · Any planting within the Glade Springs Resort road right-of-way must first be approved by Glade Springs Resort and then by the **ARB**. Generally, only native species will be permitted. Structures, retaining walls, fences, etc. within the road right-of-way are strongly discouraged and must be approved by Glade Springs Resort and the **ARB**. If Glade Springs Resort exercises the right to widen or improve the road, any fences, walls, planting, etc. must be removed at Owner's expense.
3. **Deer** · There is a deer browsing problem and "deer resistant" plants should be used. Be prepared to sustain some losses in unprotected areas rather than attempt to "deer-proof" the landscape or fence in yourself.

4. Fences, Walls and Gates · Refer to Site and Building Guidelines & Restrictions, Item No. B. 12, "Fences, Walls and Gates."
5. Paths and Walkways · Refer to Site and Building Guidelines & Restrictions, Item No. B. 11, "Paving."
6. Protection of Existing Trees · Avoid filling and cutting around existing trees. Protect these trees with barriers and other appropriate and necessary measures during construction, and alert the contractor and subcontractors to protect your trees. (Refer to Construction Regulations, Item E, "Protection of Trees.")
7. Protection of Special Plants · Special standards for landscaping may be enforced where certain rare or endangered species or plant communities are known or found to exist.
8. Removal of Additional Trees, Rocks, Shrubs, or Other Natural Forms · No tree, major shrub or other prominent vegetation or rock formations shall be removed from or added to private property without the written consent of the ARB or qualified staff. Native trees which are removed shall be replaced on the site at the rate of at least one tree of the same variety for each tree removed, preferably from local stock, except where it is demonstrated that this rate of replacement would result in an overcrowded, unhealthy environment. Replacement trees shall be maintained in good condition.
9. Types of Trees and Plant Materials · The major plantings of the landscaping shall be composed of permanent plant materials as differentiated from temporary herbaceous "fillers." Invasive species, specifically pampas grass, genista, gorse, eucalyptus, and ice plant are prohibited. Plant long-lived, slow-growing trees as well as rapid-growing trees to give a stability and permanence to the landscape. The use of appropriate native species shall be required, preferably from local stock, especially on areas adjoining environmentally sensitive habitat and areas disturbed by grading. Consult the local nursery personnel for recommendations as to choice of plantings. Do not feel obligated to transform your entire property.
10. Other Landscape Features · The natural forested character of Glade Springs Resort shall be retained and enhanced. Accordingly, the introduction of man-made landscape elements, such as exterior light fixtures, fountains, topiary, and statuary should be done in

careful harmony with the environment and should not dominate the natural character. Extensive areas of manicured lawn are discouraged. Informal, rather than formal groupings of trees and shrubs are preferred.

B. LANDSCAPING PLAN SUBMITTAL REQUIREMENTS

The proposed landscaping shall be shown on an accurately drawn Site Plan of the entire parcel (minimum scale of 1/8" = 1'-0") and contain the following information:

1. North direction arrow, finish grade contour lines and/or spot elevations, street location and location of property in Glade Springs Resort.
2. Outline of all buildings showing all decks, patios, fences, walls, paths, driveways (including parking areas), pools, fountains, rock groupings, etc.
3. Locations of all existing trees over six inches (6") in diameter with type and size indicated.
4. Designation of existing trees to be removed.
5. Designation of any existing major plants and rock formations to remain or to be removed.
6. Clearly indicate locations and types of all new trees, plants, lawns, ground cover, etc.
7. Plant list containing botanical and common names, quantities and sizes of all new trees and plants.
8. Irrigation system.

CONSTRUCTION REGULATIONS

Construction shall not begin until final Architectural Review Board (ARB) approvals are received and a building permit is obtained from Raleigh County. ARB approval will be revoked one (1) year after it is granted unless construction has begun or the owner has received an extension from the ARB. Once begun, construction must be completed expeditiously.

A. BUILDING PERMITS

Upon ARB approval of final plans, a building permit must be obtained from Raleigh County prior to commencement of construction.

B. OTHER PERMITS

It is the responsibility of the applicant to ascertain other permit requirements and to proceed in the acquisition of said permits.

C. EXCAVATION AND GRADING

Extreme care must be taken during excavation to assure that trees not authorized for removal are not damaged. Also care must be taken that brush, surplus soil and other excavated debris are promptly removed from the lot to an authorized dump site outside the forest. Blowing dust from grading must be controlled by watering. Excessive noise is prohibited. Approved on-site desilting measures shall be installed as appropriate in conjunction with grading operations. Approved construction erosion control measures shall be used to protect soils that have been disturbed during construction or development.

D. VEHICLE TRAFFIC AND PARKING

All construction vehicles shall observe posted speed limits, and shall be operated in a safe and cautionary manner. Failure to do so will result in those vehicles being prohibited from entering Glade Springs Resort. All construction vehicles must be parked on the construction site whenever possible. Vehicles may not be parked on adjacent properties without specific authorization. Vehicles may not be parked in any location which blocks traffic.

E. PROTECTION OF PROPERTY

All construction activity shall be contained on the lot for which a building permit has been issued. Access to the lot shall be only from the approved road abutting the site. Any common ground, adjacent lots or roads damaged during construction shall be promptly restored to their original condition to the satisfaction of the **ARB**. If restoration is not promptly accomplished, all required repairs may be performed by Glade Springs Resort with all costs thereof charged to the person in whose name the building permit was issued.

F. PROTECTION OF TREES

As houses are being built on wooded lots, care must be taken to preserve the existing trees as follows:

1. Around each tree or group of trees to be saved, erect a boundary with wood or metal stakes connected with brightly colored ribbons.
2. Wherever possible, no storage of equipment is permitted within the drip lines of trees.
3. Wherever possible, no vehicles or equipment may be parked within the drip lines of trees.
4. No soil should be removed from within the drip line of any tree.
5. No fills of additional soil can exceed two inches (2") within drip lines of trees.
6. Bark injury to any tree from equipment or materials is not acceptable.
7. No tree may be removed or trimmed without prior authorization from the **ARB** Building Inspector.
8. Exposed roots must be pruned to promote callusing, closure, and regrowth.
9. All tree work should be monitored by a qualified, registered Forester and work completed by qualified tree service personnel.

G. RUBBISH

Rubbish shall not be accumulated on-site during construction. It shall be hauled away on a continual basis.

H. SIGNS

Discreet signs for the general contractor and architect or designer will be permitted during construction only, no other signs may be displayed. Subcontractors may also advertise at the discretion of the General Contractor and are also subject to these requirements.

Signs at a construction site shall conform to all of the following requirements.

1. No larger than 6 square feet and no higher than 36 inches off the ground.
2. Information contained on the sign should be limited to name, address and telephone number.
3. Signs must be located on the property and may not obstruct the road right-of-way.
5. All signs are to be removed upon completion of construction but not later than thirty (30) days after ARB Final Inspection.

I. TEMPORARY STRUCTURES

A small job office may be maintained on the site. Temporary living quarters for workmen or the owner will not be permitted. The job office shall be removed within thirty (30) days after ARB Final Inspection.

J. WATER CONNECTION AND TOILETS

Permanent water connection and temporary enclosed chemical toilets must be available during all of the construction.

Whenever possible, chemical toilets should be screened from the road. The door must open away from public view and should be located away from neighbors. All chemical toilets must be removed within thirty (30) days after ARB Final Inspection.

K. **WORKING HOURS**

Working hours are from 8 a.m. to 6 p.m., Monday through Friday. Inside work only is permitted on Saturdays from 8 a.m. to 6 p.m. No work is permitted on Sundays or holidays.

REQUIRED ARB INSPECTIONS

A. **TREE REMOVAL/BUILDING STAKEOUT INSPECTION**

The first Architectural Review Board (ARB) "field" inspection will be an inspection and approval of the proposed tree removal and building stakeout, if applicable. Corner points, if required, should be set or verified by a licensed Surveyor. Tree Removal Inspection cannot occur until the applicant has acquired a Raleigh County Building Permit.

B. **SETBACK INSPECTION**

The second or "setback" inspection will take place when footing forms are in place, prior to the pouring of foundation concrete.

C. **FINAL INSPECTION**

The third inspection will be at the completion of the project but prior to occupancy. It is the responsibility of the applicant to notify the County as well as the ARB when the project is ready for this final inspection.

At the discretion of Glade Springs Resort, other periodic inspections will be made throughout the course of construction and landscape installation to insure compliance with the approved plans.

In all cases the applicant is obligated to request an inspection by the Glade Springs Resort Architectural Review Inspector at the required stages of construction and upon completion of the project. Appointments for inspections must be made at least 24 hours in advance with the Architectural Review Inspector. If compliance with the approved final design is evident, the owner will be notified in writing by the Architectural Review Board (ARB).

Inspections required by the County still pertain and instructions are given with the Building Permit. For information, contact the Raleigh County Building Inspector.

MAINTENANCE OF PROPERTY

Some attention must be given to the appearance of properties after initial improvements are completed. Therefore, Architectural Review Board guidelines and restrictions will continue to apply in an effort to encourage compliance with the areas of maintenance and upkeep of properties. Residents are encouraged to report problem areas to the ARB who, after assessing the situation, may then take action in the form of letters from Glade Springs Resort to the offending property owner. Through a continuing feeling of community interest, it is hoped that corrections will be made quickly and willingly.

PLAN SUBMISSION FORM

TO: Glade Springs Architectural
Review Board
255 Resort Drive
Daniels, WV 25832

Date _____

Address of
Construction _____

Lot # - Street (use legal plat lot #)

APPLICATION FOR:

- New Construction
- Exterior Alteration
- Pool Other _____

Mailing Address (if available)

OWNER:

Name: _____

Address: _____

Phone # _____

NEEDED FOR APPROVAL

Date Stake Out Ready _____

Tree/Topography Survey
(Locate Adjacent Property Buildings)

Septic System
(check if required)

Floor Plans &
Elevation Drawings

Exterior Materials

Exterior Colors

Landscape Plan

ARCHITECT OR DESIGNER:

Name _____

Address: _____

Phone # _____

BUILDER:

Name _____

Address: _____

Phone #: _____

ARCHITECTURAL GUIDELINES & REVIEW
PROCEDURES RECEIVED

Submitted By: (signature) _____

No. of Drawings Submitted _____

ENCLOSED DWELLING AREA (sq. ft.)

First Floor _____ + _____ = _____
 (Heated) (Screened Porch)

Second Floor _____ + _____ = _____
 (Heated) (Screened Porch)

(Total Dwelling Area) = _____

Note: All single family dwelling units within Glade Springs shall have a minimum square footage of enclosed dwelling space of 2,500 square feet. The term “enclosed dwelling space” shall mean the total enclosed heated and air conditioned area within a dwelling. That term, however, does not include garages, sheds, terraces, decks, open porches and like areas. As noted in the exceptions section of these guidelines (see page 8), an exception to this requirement may be granted, considering a desirable and compatible design for the building size as it relates to lot size, trees, and site topography.

EXTERIOR MATERIALS & COLORS: Be specific; show manufacturer, or brand name and number. A color board is required. “CHIPS” of all key colors and materials should appear on the board.

	Material	Color	Description Manufacturer or Brand Name & Number
Siding (Wood)	_____	_____	_____
Siding (Masonry)	_____	_____	_____
Roofing	_____	_____	_____
Fascia, Trim	_____	_____	_____
Shutters	_____	_____	_____
Front Door	_____	_____	_____
Exterior Doors	_____	_____	_____
Garage Doors	_____	_____	_____
Windows	_____	_____	_____
Chimney	_____	_____	_____
Driveway Paving	_____	_____	_____
Walkway Paving	_____	_____	_____
Other (Fences, etc.)	_____	_____	_____

Pool – Setback from property lines: _____ feet

Pool Deck Elevation: above surveyed grade at nearest property line _____ feet

REMARKS: _____

GLADE SPRINGS RESORT ARCHITECTURAL REVIEW BOARD

Checklist for Preliminary Design Submittal

- 1) Location Map - Showing the location of the property in the Glade Springs Resort and the adjacent streets and names.
- 2) Lot and Block numbers and subdivision designation, name, address and telephone number of both applicant and architect.
- 3) Site Plan - 1/8 scale, north arrow, property corners, natural site topography with contour intervals of 1' (on large, steep lots the contours may be at 2' intervals outside the building area) all trees over 5" diameter and all trees proposed to be removed, existing and proposed finished grades, location of structure with percentage of lot coverage and square footage, drainage plan, driveway location, service yard location, direction of primary view, proposed location of underground utility lines.
- 4) Roof Plan - Include sample of roofing material or photo from brochure with color clearly designated.
- 5) Floor Plan(s) - Preferred scale 1/4.
- 6) Exterior Elevations - Preferred scale 1/4, exterior materials clearly marked, existing and proposed grades shown. Overall height of structure clearly shown.
- 7) Typical Wall Section - From eave through foundation including window and trim, all materials called out, 1 1/2" - 1-0' scale. (New residences and demolitions only).
- 8) Exterior paint or stain samples.
- 9) Proposed exterior lighting locations and illustrations of fixtures to be used. Wattage clearly indicated.
- 10) Desirable, for new residences, but not essential - color rendering of street elevation.
- 11) Color photos of existing residence for additions and remodels.
- 12) Landscaping Plan - All plants species clearly identified and irrigation clearly shown, any decking, patios, fences, retaining walls and earth berms clearly marked.

NOTE: Missing items will slow the review process. The ARB reserves the right to add or change requirements for preliminary plan review.

GLADE SPRINGS RESORT ARCHITECTURAL REVIEW BOARD

Checklist for Final Design Submittal

- 1) Final versions of everything required for a preliminary submittal.
- 2) Completed construction details as required by Raleigh County Planning and Building Department.
- 3) Mechanical and Electrical plans.
- 4) Foundation plan.
- 5) Roof framing plan.
- 6) Window and door schedules and completed specifications.
- 7) All cut and fill calculations in cubic yards and mapped area of disturbance by grading, including calculations in square feet.
- 8) Construction schedule noting proposed starting and completion dates.
- 9) Any other requirements established by applicable building codes.

NOTE: Plans submitted for final review after preliminary approval will be reviewed and stamped "approved" by staff if there have been no significant changes. Plans with significant changes from the original preliminary submittal will require re-review by the ARB.

PENALTIES

For all permit applications submitted and building permits issued on or after January 1, 1993, the following schedule of penalties for the indicated compliance or rules violations will apply:

1. Non-compliance with approved construction plans, including a siting variance greater than one foot, or more than one minor change or any major exterior change without prior GASRB approval.

\$1,000
2. Failure to complete landscaping per approved landscape plan within 90 days after completion of construction.

\$1,000
3. Clearing of site (removal of any tree) or start of construction before GSARB Building Permit issuance.

\$1,000
4. No portable toilet or trash container at job site.

\$100/day*
5. Failure to deposit trash in receptacles or trash overflow.

\$100/day*
6. Construction trash fires. \$500
7. Violation of any sign rule.

First infraction @ specific job site	\$100/day*
Second infraction @ specific job site	\$500/day**
8. Failure to post GSARB and/or Raleigh County Building Permits.

\$100/day*

9. Use of paint or stucco colors not approved by Board.
 \$1,000 or \$250 if changed to approved colors.
 10. Unauthorized tree removal (greater than ⁶/~~4~~" diameter).

Hardwoods	\$ 500 per tree ***
Pine	\$1,000 per tree ***
Aspen	\$1,000 per tree ***
 11. Failure to initiate construction within 6 months of GSARB approval.
 Revocation of Approval and Permit.
 12. Failure to complete project within one year after GSARB approval of application, unless written extension granted by GSARB in advance.
 \$1,000
 13. Building occupancy prior to completion of construction and landscaping without written approval from GSARB.
 \$1,000
- * After 48-hour (2 working days) telephone notice by Administrator.
 ** After 48-hour notice, sign will be removed by GSARB.
 *** May be reduced by implementing a tree replacement plan approved by the GSARB.

