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HOT SPRINGS VILLAGE – PROPERTY OWNERS’ ASSOCIATION
NEW HOME PACKET OF INFORMATION

The Hot Springs Village Declaration, Article XI and applicable sections of the Protective Covenants specify no structures shall be placed, erected, changed or altered, or any type of addition made or placed upon the properties without prior approval of the Architectural Control Committee.

Addresses:

The Arkansas Fire Prevention Code requires all residential homes and commercial buildings to have visible street address number(s) posted on the house or building.

Change of Contractor:

Letter from owner & contractor advising that they no longer wish to have the contractor on the job.

Deadline:

1. The deadline for all new home permits being submitted to the Planning and Inspection Office must reach this office no later than **12:00 P.M. the Friday prior** to the meeting which is conducted on the first and third Thursday of each month.
2. All applications must be complete before submitting to the Planning and Inspection Department.
3. If found incomplete the application will be stamped **incomplete** and must be approved by the Director of Planning and Inspections prior to submitting to the ACC.

Drainage:

1. The Property Owners’ Association receives questions and complaints about drainage and water problems in the Village.
2. This is an individual problem, i.e., one which exists between property owners or between owners and contractors.

Erosion:

1. Arkansas Department of Environmental Quality requires all contractors to use an approved method of erosion control on all lots.
2. All new homes must have the landscaping completed prior to the final inspection.

Flood Plain Certification:

1. Each new home application must include a Garland or Saline County flood plain exemption or certificate.

Garland County Storm Water Act: (POA/ACC will not be responsible for this permit.)

1. Homes built in Garland County must provide a Garland County Storm Water Permit.

Electrical:

1. All electrical work must be in accordance with the current National Electrical Code.
2. The Planning & Inspections Department has restricted wire size to a minimum of 12 gauge.

Litter Control:

1. A trash container is a requirement during the construction period for disposal of all construction materials & trash.

Plot Plans:

1. Plot plans must reflect all permanent structures and permanent fixtures.
2. Revised plot plans should not reflect any type of permanent structures located within the side lot utility easements or within the front and back setbacks.
3. All plot plans will require 3 set stakes to identify the proposed building location on the plot plan. Each set stake must be measured from a different property line, i.e., left, right, front, and/or rear and locate 3 different corners of the building.

Workmen’s Comp:

1. Workman’s Comp. Insurance is required for all new home permits.

Inspections:

1. All inspections conducted by the Planning & Inspections Office will be in accordance with the current Arkansas Fire Prevention Code Volume I.

FIRE POLICY

Section 1. Purpose

To establish guidelines for the burning of wood, wood products, leaves, yard waste, trees and similar items.

Section 2. Regulation

All open burning is prohibited without the written permission of the Director, Department of Public Safety, the Fire Chief, the Fire Marshal, or the designee of the Director, Department of Public Safety.

During periods of a “burn ban” declaration by the county judge of Garland, or Saline Counties, no burn permits will be authorized.

Burn barrels at construction sites are prohibited on job sites between April 1 and October 31. Warming barrels will be permitted on job sites between November 1 and March 31.

Warming barrels are to be used to keep workmen warm, not to get rid of building debris. Only untreated wood products are to be burned in warming barrels. No roofing material, vinyl, PVC, carpet, paper, or other synthetic product is to be burned.

Warming barrels must be kept at least 25 feet away from any structure.

No fire is to be left unattended or left burning after workmen leave the site.

Warming barrels are not to be used during any burn ban declared by a county judge, or a Hot Springs Village fire official.

Any Fire Department response caused by a violation of this policy will subject the person, or person(s), responsible to a service fee as established by the Board of Directors.

Failure on the part of a property owner to pay the service fee may result in appropriate sanctions as determined by the Board of Directors. Failure on the part of a non-property owner to pay the service fee may result in cancellation of work pass privileges and/or gate card privileges.

Section 3. Enforcement

(1) The Hot Springs Village Property Owners Association shall be the enforcing agency.

(2) The Board of Directors empowers the Hot Springs Village Department of Public Safety to enforce this regulation.

Signature

Date

Adopted 10-76 BOD, Amended 9-26-01, 10-16-01, 11-14-01, 7-17-02, 12-16-09

PRELIMINARY REVIEW - HOMES OVER 4,000 SQ. FEET OF CONDITIONED SPACE

Builders of proposed homes with conditioned spaces of 4,000 sq. feet or larger are requested to submit a preliminary plan for review and comment by the ACC prior to submitting a permit application. Issues relating to the proposed structure, its’ location on the lot and its’ impact, if any, on the adjacent homes, can be reviewed.

1-17-02 ACC Adopted

Architectural Control Committee
Construction Work Site Procedure

I. PURPOSE

1. To establish control and disposal of litter and debris on work sites within the confines of Hot Springs Village.
2. To preclude the excess build up of litter that may be blown to the surrounding properties.
3. To maintain a reasonable level of aesthetics on and around the building site.
4. This procedure applies to landscaping projects (see Landscaping Procedure).

II. AUTHORITY

Item 24 of the Hot Springs Village Protective Covenants and Art. XII, P.O.A. Declaration and Protective Covenants.

III. RESTRICTIONS AND REGULATIONS

1. A portable toilet will be required on each construction site. Adjacent construction sites may share a portable toilet if it is properly maintained.
2. All work sites will have at a minimum at least one open 50 gallon barrel for discarding small items of litter. Items such as cans, bottles, candy wrappers, food cartons, Styrofoam cups, and other such items will be placed in containers provided at each site. Containers will be disposed of prior to the container being filled. Overflowing containers are not acceptable.
3. Construction waste materials will be contained on the site. These materials must be either disposed of every week or contained in an enclosure screened from view until removal. Walled trailers are acceptable and may be kept on the site for this debris provided the debris is screened from view. Cut trees, logs, branches, and brush must be disposed of as soon as possible, and in all cases, must be removed within two weeks of cutting.
4. All building material, construction debris, construction equipment and waste items including excess concrete will be kept on the building site. None of these items can be placed on adjacent lots or common property.
5. The flow of water will be maintained in all ditches. Storm drainage pipe will remain free of construction debris. Contractor will not dump excess concrete. Flushing of the empty concrete trucks will be done on the construction site. Partial loads shall be returned to the mixing plant.
6. Contractors will make every effort to keep street surface clean during construction. Soil will not be allowed to accumulate to a point where it causes problems for passing motorists. The contractor will clean the pavement surface, as necessary, to avoid this problem.
7. Contractors will maintain any erosion control on all construction sites.
8. Site inspections for litter will be a requisite for regularly scheduled inspections conducted by the Planning and Inspections (P & I) Department. In the case job sites are found to be unsightly, the contractor will first receive a verbal notice to clean up the site within two days. If the site remains unsightly, the contractor will receive written notification. No further inspections will be conducted and the job will be red tagged until the site is acceptable. Failure to comply will result in the Property Owners Association cleaning up the area in accordance with Article XII of the Declaration and billing the contractor for the work. No further building permits will be issued to any contractor that fails to pay the billed amount.
9. Construction activities will only be conducted from 7:00 am to 5:00 pm for the period September 16 – May 14; and from 6:00 am to 6:00 pm for the period May 15 – September 15; except for emergency situations requiring immediate action.

IV. ENFORCEMENT

The Hot Springs Village Property Owners' Association and the Architectural Control Committee will be the enforcing agency.

Adopted B.O.D. 2-27-91, Amended 8-27-97, Amended 12-05-02 ACC, Revised 2-6-03 ACC, Rev. 7-15-04

ELECTRICAL PANEL LOCATION

Please review the following specifications for external electrical panel location and wiring requirements from the panel to the 1000-gallon tank/grinder tank.

1. There shall be a minimum of ½” thick plywood board or wafer board (four by eight) installed as support for the exterior sewer tank electrical panel for houses covered with siding. Brick or stone exterior houses do not need a plywood support.
2. There will be a minimum of three feet of electrical conductor on the exterior of the building for the above panel. The height of the electrical conductor on the exterior shall be a minimum of four feet and a maximum of five feet from grade level.
3. There will be a minimum of thirteen inches clearance on the left side of the pump conductor wire.
4. All conductors going through building foundation blocks or cement walls will be sleeved with a one inch PVC conduit or ½” CARFLEX.
5. When cement is poured for sidewalks, patios, etc... between the tank and the exterior electrical panel, it will be the contractor’s responsibility to see that conduit is installed. One-half inch PVC conduit will run from the panel to under concrete. The three quarter and one inch PVC conduit will run from the tank, under the concrete and to the panel. Half-inch PVC conduit is available from the electrical department at the POA office on DeSoto Boulevard.
6. Maintain 3’0” clearance from panel front A/C unit.
7. One-half inch and one inch PVC conduit will be used for grinders and one-half inch and three quarter inch PVC conduit will be used for the one thousand gallon tank.
8. Any questions regarding this directive should be directed to Planning and Inspections Department Office, POA Administration Building on DeSoto Boulevard, phone 922-5562.
9. A new home will not pass final inspection if any of the above specifications are not followed so the Building Inspectors will appreciate the full cooperation of all general and electrical contractors in this matter.

Sample drawing here

MAILBOX INSTALLATION DETAILS
RULES AND REGULATIONS

1. No mailbox will be permitted where access is prohibited by law or regulation. The US Post Office will mark acceptable locations for each mailbox. You may call the Hot Springs Village branch at 501-984-6392.
2. Mailboxes shall be located on the right-hand side of the roadway in the direction of delivery route. The bottom of the box shall be set at an elevation (H) established by the U.S. Postal Service, usually between 42" to 48" above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum of 2' on neighborhood streets, and 4' on collectors (Streets with a minimum of 75' right of way). If a suitable site is not available near a residence, the box may have to be grouped at a more suitable site.
3. When a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.
4. Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal service. House numbers are required on the mailbox in size no less than 1" nor more than 2".
5. When mounting multiple boxes, they should be arranged in sequential order in the direction of the delivery route.
6. Posts of either a metal or PVC (Schedule 80) with strength no greater than a 2" diameter standard strength steel pipe, or a 4" x 4" or 4 1/2" diameter wooden posts are acceptable.
7. No concrete blocks, brick, rock, or other decorative design can be used for the enclosure of the mailbox post of supports. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants.
8. In multiple mailbox locations, the minimum spacing between the centers of support posts shall be three-fourths the height of the post above the ground line.
9. Because of shallow underground utilities, shallow or no soil, no support post will be installed by means of digging (except for purposes of leveling but no more than 6" below current surface) or driving into the ground. The post support will consist of a concrete base sufficiently anchored to support the box with strength to withstand being moved without damage to the support.
10. No mailbox will be installed within 100' from the center of a street intersection. On crest or side of hills, on curves, or any other location that could put the Postal Service employee or customer in danger of an accident.
11. The owner will be notified in writing if any mailbox is found to violate any United States Postal Service regulation, or these regulations, and will be responsible for correcting all violations.
12. All costs of installation, any damages or liability associated therewith and maintenance shall be borne by property owner.
13. Any questions should be directed to the POA Planning and Inspections Department at 922-5562.

Owner's Signature Date

Contractor's Signature Date

12. Financial statement prepared by a financial institution and/or a letter from the bank (letter must contain a (\$) dollar amount matching the builder's risk policy) or a signed Dedication Statement. _____

13. Two (2) Plot Plans (Scale 1" = 20' – see attached sample). The following shall be on all Plot Plans submitted. _____

- a. House location within the lot (see sample).
- b. Location of A/C pad, patio, sidewalks, any concrete at grade level.
- c. Building setback and easement lines in accordance with the record plat (see sample).
- d. Minimum of two topographic contour lines (taken from the record plat). Lake lots must include certified field survey of high water mark on lake front lots with a minimum of four (4) points to establish high water mark.
- e. Status of adjacent lots (vacant or with structure and show the location of the structure).
- f. Drainage easements and direction of flow must be shown and identified.
- g. Encroachments (Surveyor's Certification must state whether or not there are encroachments).
- h. Corner pins and three (3) set stakes shown with location dimensioned and measured from different property lines (left, right, front and/or rear) and locate three (3) different corners of the building.
- i. Minimum 12" culvert required under driveway must be approved by Public Works.
- j. Landscaping plan must be submitted for all new homes
- k. Each plot plan must show flood plain exemption or certificate number
- l. **House sewer pipe stub out must be shown on plot plan.**

14. Two (2) sets of House Construction Drawings. The entire structure must meet the requirements of the Arkansas Fire Prevention Code Volume III. Items such as handrails must be shown on decks and all stairways. Each drawing must contain a Title Block showing the date and draftsman's name. Decks, stairs, driveways, garage, or carport must be shown. _____

a. Foundation Plan must show and identify all columns, piers, deck supports, etc. with a dashed line showing the outline of the footing for each. This includes Crawl Space. Also, show dimensions of spacing for each. Use a dashed line to outline all footings on your foundation Plan. _____

b. Floor Plan – Scale ¼" = 1' – 0" – rooms and plumbing fixtures must be shown (identified). Must have overall dimensions. _____

c. Elevations – showing Front, Rear, Left and Right sides. _____

d. All revisions to drawings must be dated, reprinted and resubmitted. Pencil or inked revisions to prints will not be acceptable. _____

15. Specification list (Listing materials used) _____

- 16. Color of House _____ Color of Shingles _____
- 17. Land Surveyor's Certification (within last 90 days) _____
- 18. Signed Construction Advisory Statement _____
- 19. Signed Fire Policy _____
- 20. HVACR Load Calculation and specification sheet for the A/C unit must be submitted just prior to the framing inspection. If these items are not submitted, the framing inspection will not be conducted. _____
- 21. Proof of Contractors License or notarized statement from owner building their own home _____
- 22. Signed Mailbox Regulations form _____
- 23. Flood plain exemption or certification _____

NOTE: All applications are reviewed on a case-by-case basis and are valid for a 12 month period.

IF ANY ITEM ON THE CHECK LIST IS NOT COMPLETED, THE ENTIRE APPLICATION WILL BE RETURNED UNTIL ALL REQUIREMENTS ARE MET. THE APPLICATION WILL THEN BE RE-SUBMITTED FOR THE NEXT ACC MEETING.

Disclaimer: No warranty is made or implied to any individual property owner that the actions of the ACC in the approval process to obtain an HSV Building Permit is intended as a tacit approval of the quality, safety, desirability or suitability of such design or construction.

Approved by A.C.C. 1-18-96; Rev. 12-5-96, Rev. 7-19-01, Rev. 11-28-01, Rev. 3-28-02, Rev. 4-19-02, Rev. 1-6-02. Rev. 7-15-04, Revised 1-1-05, Revised 8-3-06, Rev. 11-16-06, Rev. 1-1-07, Rev. 1-1-08, B.O.D. 9-21-1

P&I BUILDING PERMIT APPLICATION

LOT _____ BLOCK _____ SUBDIVISION _____ DATE SUBMITTED _____

HEATED SQUARE FOOT REQUIRED BY PLAT _____

OWNER _____ ADDRESS _____

TELEPHONE # _____

CONTRACTOR _____ ADDRESS _____

CONTRACTOR'S LICENSE # _____

LICENSE EXPIRATION DATE: _____ TELEPHONE # _____

Mobile Phone # _____ FAX # _____

Contract Amount of House \$ _____
PLUMBERS, ELECTRICIANS, AND HEAT & AIR CONTRACTORS MUST BE LICENSED IN ARKANSAS
 All trades must have license effective January 1, 2012.

 Master Plumber Address Phone License#

 Electrician Address Phone License #

 HVACR Address Phone License #

 Framing contractor Address Phone

 Masonry (Foundation) contractor Address Phone

 Concrete contractor Address Phone

Number of Bedrooms: _____ Carport _____ Garage _____ Heating-Cooling: _____ LPG _____ Electric _____

Heated Area Sq. Ft: _____

Unheated Area: _____

Total Square Feet: _____

1. Will surplus dirt be removed from site? Yes ___ No ___
2. Will a surplus of dirt be brought onto the site? Yes ___ No ___

I certify that the above, together with attached plot plan and building specifications, constitute a true description for a building permit. I further certify that I will comply with the current Arkansas Fire Prevention Code Volume III.

No work shall be started until the permit is posted on the job site.

OWNER: _____ DATE _____
 (Signature)

CONTRACTOR: _____ DATE _____
 (Signature)

ADOPTED 5-25-77, B.O.D., Rev. 1-8-99, Rev. 7-19-01, Rev. 11-28-01, Rev. 3-28-02, Rev. 4-19-02, 1-6-04, Rev. 7-15-04, Rev. 1-1-05, Rev. 4-25-06, Rev. 8-3-06, Rev. 11-16-06, Rev. 1-1-07, 12-16-09, B.O.D. 9-21-11

INDEMNITY AGREEMENT

WHEREAS, _____

OF _____

Makes application for the construction of a dwelling on Lot _____

Block _____ Subdivision, Hot Springs Village, and

WHEREAS, Section 10 of the Protective Covenants to the Declarations of Covenants and Restrictions filed in the office of the Circuit Clerk of Garland County, Arkansas, on April 20, 1970, and appearing in Deed Record 653, Page 369, et seq., with amendments recorded in Book 1002, Page 746 et seq., and in the Office of the Circuit Clerk of Saline County, Arkansas on April 20, 1970, and appearing in Deed Record 155, Page 118 et seq., with amendments recorded in Book 247, Page 515, et seq., provides the contractor, builder, person or entity, constructing a building upon the property, shall, prior to beginning construction of any such building, furnish the Architectural Control Committee (ACC)/Hot Springs Village Property Owners Association (HSV POA) proof that a suitable completion bond has been made to ensure completion of the building and indemnify the owner against material and mechanics' lien; and

WHEREAS, property owner desires a waiver from the ACC/HSV POA from such provision due to the fact that property owner is financially able to fully satisfy any and all material or mechanics' liens; and

WHEREAS, property owner has specifically required waiver of such requirement for completion bond due to the fact that property owner has exhibited financial ability, and stated his willingness to undertake such construction without the added expense of completion bond;

NOW, THEREFORE, in consideration of the ACC/HSV POA granting a waiver permitting the construction to be made without the requirement of a completion of performance bond as set forth in Section 10 of the Protective Covenants, property owner agrees to indemnify and hold harmless said ACC/HSV POA from any and all liabilities in any manner whatsoever which might arise due to the failure of the ACC/HSV POA to require a completion of performance bond, and the undersigned specifically agrees that he will indemnify and cause to be satisfied any and all material or mechanics' liens which may be filed against said property and that the undersigned will not assert in law or in equity any defense or claim against the said ACC/HSV POA for its failure to require performance or completion bond, and further agrees to defend and hold harmless the said ACC/HSV POA in any suit filed by any one asserting a material or mechanics' lien in connection with the construction of the building on said property.

IN WITNESS WHEREOF, the undersigned hereunto puts his (their)
hand _____ and seal _____, and hereby binds his (their) heirs, executors,
administrators, successors and assigns this _____ day of
_____, _____.

Property Owner(s)

ACKNOWLEDGMENT

STATE OF ARKANSAS)

) ss.

COUNTY OF)

BE IT REMEMBERED that on this date personally appeared before the undersigned Notary Public within and for
the County aforesaid, duly commissioned and acting,

_____.

To me well known, and who stated that he (they) had executed the foregoing Indemnity Agreement for the considerations,
purpose and intents therein set forth.

WITNESS my hand and seal as such Notary Public this _____
day of _____, _____.

Notary Public

My commission expires:
