



WELCOME TO PENINSULA AT EAGLES POINTE

Dear Lot Owner,

Welcome to the neighborhood! We are confident you will love it here.

This packet contains essential documents and information about processes you need to know as a property owner for gaining approval to build your home. Please take time to review the **Neighborhood Covenants** and amendments, the **Architectural Design Guidelines**, and the **New Build Procedures Packet (PDF)** located on our *Rules and Guidelines* page on our website at <https://peninsulaateaglespointe.com/rules/>. These procedures will help to guide you through the process from beginning to end.

Architectural Review Committee (ARC) Guidelines

The ARC Guidelines and checklist outline the requirements for the building process. There are two review processes; a preliminary plan review to confirm the house plan complies with all ARC guidelines and covenants, and a final plan review to confirm any plan modifications, the final site plan, builder, insurance, and septic system approval.

Preliminary Plan Review

To begin the approval process, you must submit your Preliminary Plan Review form with your application fee of \$250 payable to Peninsula Owner's Association (POA). Preliminary plans can be submitted to any Board member via email or in person. The review process is straightforward as long as the plans comply with the ARC guidelines and covenants. These documents are included in this packet or on our website at <https://peninsulaateaglespointe.com/rules/>.

Final Plan Review

Once you are ready to break ground, you must submit your Final Plan Review with your \$1,000.00 impact fee, payable to Peninsula Owner's Association (POA). The impact fee goes directly into a trust account for future road improvements. If you have any questions regarding either submission, please feel free to reach out to any board member for assistance. These documents are included in this packet or on our website at <https://peninsulaateaglespointe.com/rules/>.

Vehicle Decals

You will need to complete the vehicle decal request form to receive your decals to access the subdivision. The first two decals are provided to lot owners. Additional decals may be purchased for \$10 each (not to exceed six total decals). Please fill out the Decal Request Form (in this packet or on our website at <https://peninsulaateaglespointe.com/decal-application/>), and submit your form via the Peninsulaateaglespointe@gmail.com email. All visitors are welcome and asked to contact you through the call box for access.

Mailbox Access

Once your plan is approved and you begin building, you may request mailbox access. Please submit your mailbox request via the Peninsulaateaglespointe@gmail.com email.

Current Board Members:

Mitchell Turner, *President*, 478.957.9216

Jessica Edmonds, *Vice President*, 478.320.7443

Alyssa Syribeys, *Secretary*, Peninsulaateaglespointe@gmail.com

Annette Barnette, *Treasurer*, Peninsulaateaglespointe@gmail.com

Lisa Newman, *Gate, Mailbox, Website*, Peninsulaateaglespointe@gmail.com

Brett Newman, Bill Bonbrake, Eddie Sasser, *Architectural Review Committee*

The Board communicates with owners via email multiple times a year, so please update your contact information as needed to stay connected. Our annual homeowner's meeting happens every August, so be on the lookout for meeting information. All of the above information is located on our website, www.peninsulaateaglespointe.com.

We look forward to having you in our neighborhood, and we hope you have a smooth building process!

Sincerely,

The Peninsula at Eagles Pointe Board



NEW BUILD PROCEDURES

1. Contact Alyssa Syribeys (Secretary) at peninsulaateaglespointe@gmail.com to provide your contact information, including your phone number and email.
2. Review the Covenants and ARC Guidelines on the website:
<https://peninsulaateaglespointe.com/rules/>
3. Complete the ARC Committee Checklist/Preliminary Plan Review form once you have your final house plans along with the following:
 - Completed and signed form
 - \$250.00 check made out to the POA Board.
 - Site Plan (see the checklist for details)
 - House plans
4. Once the Preliminary Plan Review is approved by the Board, submit the Final Plan Review along with the following:
 - Completed and signed form
 - \$1,000.00 check (impact fee) made out to the POA Board
 - Complete set of house plans
 - Builder's Name and License Number
 - Copy of Builder's Insurance
 - Your Builder's Risk Insurance
 - Septic Approval from the Health Department
 - Stake all corners of the house by the time of submission
5. Once the Final Plan Review is approved, sign and submit the Peninsula Owner Builder Approval Acknowledgment form.

Congratulations! You may begin building your new home. If you have any questions regarding the above procedures, please reach out to any board member.



PRELIMINARY PLAN REVIEW

Architectural Review Committee (ARC) Checklist

To assist in preparing and submitting your submissions to the ARC, please complete the following:

Property Owner(s)

Names _____ Lot Number _____

Address _____

Phone Numbers Home _____ Work _____

Cell _____ Cell _____

Date of Preliminary Plan Review Submission _____

_____ This ARC Checklist completed and attached to a copy of the following:

_____ Preliminary Site Plan

This can be a map or plat of the property with the location of new construction clearly marked on map showing distances to property boundaries and relationship of adjacent homes. Home, driveway location, septic field location, utility locations, and setbacks should be clearly shown.

_____ House Plans or Improvement Plans which include:

- Floor Plans with square footage breakdowns for all levels
- Exterior appearance and elevations of all 4 sides showing roof pitch
- Exterior materials and colors – may be samples, photos and /or charts

_____ Application Fee of \$250.00 made out to The Peninsula at Eagles Pointe POA

Having attached all the required documentation and application fee, I hereby submit my application for Board review and approval.

Property Owner

Date

POA Board Approval

Date _____ Signature: _____ Title: _____



FINAL PLAN REVIEW

Architectural Review Committee (ARC) Checklist

Date Submitted _____

Property Owner(s)

Names _____ Lot Number _____

Address _____

Phone Numbers Home _____ Work _____

Cell _____ Cell _____

Date of Final Plan Review Submission _____

_____ This ARC Checklist completed and attached to a copy of the following:

_____ Final Site Plan

_____ House Plans or Improvement Plans which include a full set of drawings

_____ Builders Name _____ Contractor's license # _____

_____ Copy of Builders Insurance

_____ Copy of **your** Builder's Risk Insurance

_____ Health Department approval for septic system

_____ All corners of the new construction must be staked at time of submission.

_____ Impact Fee of \$1000.00 made out to The Peninsula at Eagles Pointe POA to be deposited into the HOA trust account for road improvements after ARC approval of final plans

Having attached all required documentation and Impact fee, I hereby submit my application for review and approval.

Property Owner

Date

POA Board Approval

Date _____ Signature: _____ Title: _____



OWNER AND BUILDER PLAN APPROVAL ACKNOWLEDGEMENT

Congratulations!

The Architectural Review Committee has approved your plan submissions and has granted you and your builder permission to begin building your new home in The Peninsula at Eagles Pointe.

Please review the Restricted Covenants, the Amendments to the Covenants, and the Architectural Review Guidelines as you are expected to adhere to all provisions set forth in all three documents.

As noted in the Covenants, Page 11, 5.1 “damage to the subdivision road caused directly by any construction by or other activities of a particular Lot Owner shall be the responsibility of said Owner to repair”.

The Board is here to assist you in any way. Please do not hesitate to call on us as needed.

Sign below assuring you have reviewed all the documents and are aware that any damage in the subdivision during construction must be repaired by Lot Owner in a timely manner.

Lot Owner _____ Date _____

Builder _____ Date _____



DECAL INSTALLATION

1. Clean the outside of your windshield
2. Apply the silver decal with the serial number on the outside top left of your driver's side windshield. Placing it vertically will work best.
3. Peel the clear sticker and place over the decal with the black strip directly over the center of the decal.

Once applied, the decal should not be removed or transferred to a different vehicle.

GATE ENTRANCE RULES AND GUIDELINES

The gate is a RFID scanner. It requires a decal to be placed on the **outside** of your windshield in the upper left (driver's side) corner. Each lot is permitted two complimentary car decals, and each additional decal **up to six decals are \$10.00 each** (you will be notified about how to pay). Any request over six is subject to Board Approval. All reasonable requests will be approved.

Decals will not be permitted for temporary vehicles. Decals are not transferable. They cannot be moved once they are placed on your vehicle as they will be registered to that specific vehicle.

In order to get your decals, you must fill out the Request Form and return it to Lisa Newman, the Gate Board Officer. You may submit this form via e-mail to peninsulaateaglespointe@gmail.com. You will be able to submit this form online soon.

You must identify whether the car decal request is for a resident or a non-resident. If it is for a non-resident, the request is subject for Board Approval. All reasonable requests will be approved.

CALL BOX

The call box is programmed by your name and telephone number provided on the car decal request form. Your name and number will be registered in the system and single use or infrequent visitors may use the box to scroll and find your name. Once your name is found, they will press the CALL button. The gate will then call your phone number and **if you want to admit the visitor, you press 9 (you might need to press 9 more than once)**. If you do not want to admit the visitor, you simply hang up.



REQUEST FOR CAR DECAL

Lot Owner _____ Resident _____ Non-Resident _____

Name: _____ Lot Number: _____

Address: _____ Cell: _____

Email: _____ Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____ Color: _____ Tag Number: _____

Signature: _____

[HOA USE ONLY: Serial number Assigned: _____ Date: _____]



REQUEST FOR CAR DECAL

Lot Owner _____ Resident _____ Non-Resident _____

Name: _____ Lot Number: _____

Address: _____ Cell: _____

Email: _____ Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____ Color: _____ Tag Number: _____

Signature: _____

[HOA USE ONLY: Serial number Assigned: _____ Date: _____]



REQUEST FOR CAR DECAL

Lot Owner _____ Resident _____ Non-Resident _____

Name: _____ Lot Number: _____

Address: _____ Cell: _____

Email: _____ Vehicle Year: _____

Vehicle Make: _____ Vehicle Model: _____ Color: _____ Tag Number: _____

Signature: _____

[HOA USE ONLY: Serial number Assigned: _____ Date: _____]