

INNSBROOK ARCHITECTURAL & BUILDING LOCATION GUIDELINES




These guidelines are designed to help make Innsbrook a community that complements the surrounding natural beauty. In achieving this goal, we hope to protect property values and ensure that the development is always a place that brings peace and enjoyment to all of our property owners. The guidelines are subject to change and will be updated. Check with the building commissioner to verify that any proposed structure is conforming to the current edition of the guidelines.

All homes to be constructed at Innsbrook must have plans and specifications reviewed and approved by the Architectural Review Board (fee of \$150 to Innsbrook Owners' Association). Furthermore, an inspection after completion is necessary to receive an occupancy permit. Should construction fail to meet guidelines specified in the building permit, no permit will be issued.

Revised September 2008



INNSBROOK

 Printed on recycled paper.

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Building Guidelines

Minimum Building Size

| <u>Style</u> | <u>Wooded Sites</u> | <u>Lake and Golf Course Sites</u> |
|----------------------------|---------------------|-----------------------------------|
| A. Ranch: Main Level | 1,500 GSF | 1,800 GSF |
| B. Multi-Level: Main level | 1,200 GSF | 1,500 GSF |
| Other level | 500 GSF | 300 GSF |
| Total minimum | 1,700 GSF | 1,800 GSF |

GSF: Gross square feet of finished living space, not including garage, screened porch or deck. Two-car garages are required on permanent homes.

Certain areas within Innsbrook allow permanent residences to have different square footage and/or building design requirements, and restrictions on what contractors and/or subcontractors can be used. Please talk to your salesperson for details about these areas.

Exterior Elevation Requirements

Exterior Finish

- Recommendation for the primary exterior material is wood, such as cedar. The Review Board will consider non-wood materials on an individual basis.
- Aluminum siding is prohibited.
- Vinyl sidings must have a fully transferable, non-fade warranty that includes color fade perimeters. Vinyl siding must be applied directly on top of a structural substrate panel, such as 1/2" Oxboard or plywood.
- Minimum requirement for accent material such as stone or brick is 15% of the front elevation for those structures with wood siding, and 35% of the front elevation for those with steel, vinyl, cement board or masonite siding. The ARB will consider plans with architectural detailing other than masonry on a case-by-case basis.
- Exterior accent material, brick and brick-like, may cover a maximum of 50% of the street-side elevation excluding doors and windows, and 25% of all elevations combined.
- Exterior accent materials, stucco and stucco-like, are allowed to cover a maximum of 50% of any or all elevations excluding doors and windows.
- Exterior materials, stone or a combination of stone and stucco or simulated stucco mix, may cover 100% of any or all elevations. When using stone and stucco the percentage of stone must exceed the percentage of stucco.
- Exterior materials such as stone and brick, when mixed, may cover 100% of any or all elevations. The brick must serve as an accent to the stone. The maximum area of brick may not exceed 25% of the entire elevation.
- All exterior color selections and material types must receive approval. The "Exterior Finish & Colors Submission Form" and a sample board showing actual material and color must be submitted to the Architectural Review Board for approval before construction.

Roof Construction

Minimum roof pitch: Main level less than 1,800 sq. ft.: 12:12
Main level 1,800-2,500 sq. ft.: 8:12
Main level more than 2,500 sq. ft.: 6:12

Materials: Fiberglass or asphalt must have a minimum twenty-five (25) year guarantee. Cedar shake is also acceptable. All roofs must be of hip or gable design except for roofs over porches.

Windows, Doors and Trim

- Building elevations facing the road, golf course or lake must have a minimum of 15% of elevation area consisting of windows, screens from a porch and doors.
- Bay window and other projections over the foundation are not to exceed 2 feet.
- Overall building elevations must consist of a minimum 10% area of windows and/or doors.
- Garage doors shall not face the most traveled street bordering the lot. Lake and golf view lots must use side-entry garages.

- Awnings need specific approval. Multiple awnings on individual windows are prohibited. Individual awnings may be approved on a case-by-case basis, based on architecture and specific need.
- White exterior window finish is prohibited
- White trim, gutters and fascia are prohibited.
- Full story exterior walls greater than 16' in length must include a window, door, or other acceptable architectural detailing. If the exposed wall is not 16' in length the above rule does not apply.
- Flexibility of this regulation could be based on the following factors; Direct view from the road, neighbor, lake or golf course.
- Glass block windows may be used in a bathroom on the side elevation not to exceed thirty-six (36) square feet in total area and must meet with the approval of the Architectural Review Board.

Exposed Foundations and Walkout Walls

- All exposed concrete foundation walls must be faced with approved siding to within 1' of grade.
- Any exposed concrete wall must be painted to match or complement siding color.
- Framed walkout walls or full-height foundation walls must be faced with approved siding and conform to appropriate minimum window and or door requirements.

Pre-Approved Exterior Materials and Colors

Sidings:

- Alcoa Vinyl Siding (Lake Forest Line): Woodland Green, Timber Stone, Sierra Clay
- Certainteed Vinyl Siding (Monogram Line): All of the following blends: Timber, Frontier, Weathered, Artic, and Arbor

Roof Shingles:

Tamko: Weathered Wood, Rustic Slate

Semi-Transparent Stains:

T.W.P.: Cedartone Natural 101, Dark Oak 103, Prairie Gray 106, Intermixes 1:1 ratio - 105&106, 102&103, 101&103

Exterior Lighting

Exterior lighting, which is not attached to or within 25' of the residence, is limited to downward directed lighting mounted on standards not to exceed 24" above the ground level.

Dish/Antenna Installation

- Any dish or antenna should be mounted on the building proper.
- The dish or antenna should be in the least conspicuous location, verified by the Building Commissioner before installation.
- If a remote site is needed due to reception, then it must be camouflaged.
- Only one antenna (dish or otherwise) is permitted per chalet. If a new antenna is installed, any existing antenna or dish must be removed.
- Circular dishes may not exceed 20" in diameter. Elliptical dishes can be no larger than 21"x36".
- Antenna support may not exceed 36" in length.
- A liability insurance certificate is required from the installation company.

Site Requirements

Set Back and Site Requirements

- Minimum set back from center line of road easement is 75' for lots under 3 acres and 100' for lots 3 acres and larger. Exceptions may be made for unusual topography, lot size or vegetation. Exceptions must be specifically approved by the Architectural Review Board. Minimum sideline set back is 15'.
- Minimum setback from lakes and golf course is 50'.
- Stakes indicating exact building location and site surveys must be done by a registered land surveyor or engineer and submitted to the Building Commissioner for approval before construction.
- After foundation footings have been poured, the Building Commissioner before proceeding with any further construction must approve their location.
- Specific approval by the Building Commissioner and Review Board is needed on all sites. Alternate requirements on some sites may be appropriate to protect the line of sight on neighboring properties.
- Front elevations shall have a minimum of three faces parallel to the front building line with offsets as to one another totaling at least 12' or 2 faces parallel to the front building line and offset at least 20' to one another. Offsets are to be determined by foundation dimensions.

Gazebos

- Must be attached by deck or patio to residence at the same elevation as an interior floor.
- The open area of the attached deck or patio must be equal to or larger than the area enclosed by the gazebo.
- There shall be a maximum separation of 16' between opposing walls.
- Maximum separation from the gazebo to the residence shall be no greater than the diameter of the gazebo.

Dock, Deck, Patio and Lakeside Construction

Please note that while we do take measures to help avoid problems, any construction near a lake may be subject to damage from high water conditions and/or ice. The owner assumes the responsibility for repair of any such damage. The following is a list of general guidelines which must be adhered to when building near the lake shore:

- Decks are classified as any open (covered or not) structural area (usually elevated) which is connected to the primary residence along one or more of its major dimensions. There are no limitations on the size or dimensions.
- Dock or isolated decks are classified as any horizontal structural separated from the primary residence (although they may be connected by a walkway or path) which may or may not be at a waterside location and must essentially follow existing grades and not be elevated.
- Patios are defined as an at-grade structure of poured concrete, brick pavers, flagstone and like kind of material.
- One dock or isolated deck per home site, with a maximum surface area of 160 square feet, not counting steps.
- At-grade concrete patios larger than 160 square feet will be considered by the ARB depending on design, location and size.
- No floating docks are allowed.
- All support structure for docks are to be located above the lake level at full pool.
- No portion of a dock or steps are to cantilever more than four feet from full pool.
- Two boat launches per lot will be allowed. They must be constructed of natural timbers with natural or gravel ground cover underneath.
- Storage compartments at docks shall be horizontal in nature, with a maximum height of thirty inches (30").
- The Architectural Review Board must approve all docks.

Criteria for Seawall Construction

- All seawall construction must be approved as to materials and finishes.
- Height, in general, shall not be in excess of 12" above full pool.

- If existing grade conditions dictate, or if the seawall is made of placed boulder, portions of seawall may be 18” above full pool.
- Backfill that is visible behind the seawall shall be earth-filled.
- Hand-placed boulders will be considered on an individual basis.
- Concrete will be considered subject to design, and use of natural materials for a cap on the top.

Propane Tanks

- All tanks exceeding 10 gallons in capacity must be buried. No above ground tank in excess of this regulation will be permitted.

Hot Tubs

- Sunken hot tubs and hot tub support structures shall be screened from view.
- Must be approved as to location and finishes.

Out Buildings

- Are prohibited on lots other than A-frame lots.

Landscape, Tree Removal and Miscellaneous

Plans for any landscaping, the walls, retaining walls or landscaping which alters or changes existing grades must be submitted to the Architectural Review Board for approval.

- No live trees measuring more than 2” (lot numbers greater than 434) and 6” (lots 1-434) in diameter may be cut down without approval.
- No log homes, earth homes or glass block walls and windows.
- Any exterior freestanding lawn ornamentation of any kind, exceeding 24” in height, which may be judged to be unsightly to neighbors and/or other property owners, shall be subject to review by the Architectural Review Board. This includes, but is not limited to, boats, blue tarps, statuary, fencing, flagpoles, play and sports equipment, and accented lot entrances.
- Entry monuments need the approval of the Architectural Review Board and may be no more than 3 feet high and any lighting must be downcasted.
- Noise-producing implements, tools and machinery are prohibited during the following:
 - Weekdays before 7:00 a.m. or after 5:30 p.m.
 - Saturdays before 8:30 a.m. and after 4:00 p.m.
 - Sundays
 - The following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas

Assessments

- Annual assessments are due from property owners based on availability of services, not usage.
- All homes must be wired and hooked up to the Innsbrook electronic security system. Any home not pre-wired will still be charged the entire electronic security system fee.
- Cable TV is available to all permanent home sites. Please call Innsbrook Utilities for further details.
- Hook-up fees for water, sewer, security and cable TV are due and payable to Innsbrook Corporation at the start of construction.

Construction Requirements

Construction Permits and ARB Fees

- Permits are required for any exterior carpentry including but not limited to decks, docks, building additions, roofing, siding, demolition and structural alterations. Also, exterior painting or staining, retaining walls, tie walls, sea walls, wood walkways, TV and dish antenna placement/color as well as major landscaping that alters or changes existing grades, and tree cutting (as described in the Tree Removal section). The fee for permits is \$25, made payable to the Innsbrook Owners' Association. Applications will be reviewed and approved by the Building Commissioner.
- Architectural Review fee for new construction plans of permanent residences or remodeling plans that change the existing structure within the Innsbrook subdivision is \$150. Checks should be made payable to the Innsbrook Owners' Association. Applications will be reviewed and approved by the Building Commissioner and the Architectural Review Board.
- All required permits are to be displayed on the building site and visible from the road. Failure to keep construction sites clean and dirt cleaned from roads serving sites on daily basis will result in revocation of construction permit.
- After construction is complete, owner must receive an occupancy permit.
- Deviation from approved plans and specifications may result in the denial of an occupancy permit and a lien placed on the property.

Village of Innsbrook Requirement:

Building permits are required by the Village of Innsbrook for all new construction and remodeling that adds value to the property for tax assessment purposes. The fee is \$35, made payable to the Village of Innsbrook. The Village Administrator or Engineer reviews and issues permit applications.

Fee Schedule Summary

Architectural Review Board (ARB) Review Fees:

- \$150, payable to Innsbrook Owners' Association for any submission of a new residence to the Architectural Review Board.
- \$50, payable to the Innsbrook Owners' Association for any other submission to the ARB.

Construction and Building Permit Fees:

- \$25, payable to the Innsbrook Owners' Association for any other construction or alterations including exterior work and landscaping which may alter or affect grades and drainage.
- \$35, payable to Village of Innsbrook for new construction and/or remodeling that changes the footprint of the building for tax purposes.

The permit fees are in addition to the ARB fees.

Blueprints

When having prints drawn, please follow the Architectural Building and Location Guidelines in order to expedite the approval process. If you have questions please call before you proceed; this will save you time and money. Preliminary prints can be submitted for review along with a check for \$150 payable to the Innsbrook Owners' Association, but final approval can only be given when the prints and all other required information are 100% complete. Please see "Innsbrook Submission Requirements for Architectural Review Board Review and Approval."

Prints are required to have an architectural or engineer seal and signature and are to show, but are not limited to, the following: front, rear, left and right side exterior elevations structure information such as header, steel I-beam and floor joist sizes section drawings on fireplace, stairs, footings, subwall and foundation, subfloor, exterior wall and roof.

The blueprints must depict the structure exactly as it is to be built. Reversed plans and mail order type blueprints with insufficient information or alterations are not acceptable.

Burning Policy

Brush cleared at a construction site may be burned on that site under the following conditions:

- A source of water or other adequate fire extinguishing capability must be on site.

- An attendant must be on site until the fire is extinguished.
- All fires must be extinguished at the end of the work day. No fire is to be left burning or smoldering overnight.
- At certain times as determined by Innsbrook security, burning may not be permitted, such as during high winds or dryness. “No Fires” notice will be posted at the main gate.
- No construction trash may be burned on site. Construction trash must be hauled away in suitable covered containers.

Additional Notes

- The soil in the state of Missouri is known for its expansive clays. It is recommended that all foundation construction be preceded by a soil test. Although thousands of homes may have been built in this type of soil without taking any specific precautions, we recommend taking extra steps to help minimize the effect these soils may have on the foundation.
- Certain parts or subdivisions within the Village of Innsbrook may contain additional guidelines for all owners’ benefits. Please check with the Building Commissioner for further details. All plans must be approved before the beginning of construction.
- All construction must conform to current national building and electrical codes.

Architectural Review Board Review and Approval

1) Submit three (3) complete sets of plans including site plans, floor plans and building elevations with exterior materials and finishes clearly indicated. These plans must be signed and sealed by a licensed engineer or architect as of May 1, 2000. The plans along with a check in the amount of \$150, payable to the Innsbrook Owners’ Association, should be submitted to the Building Commissioner.

1 set returned to owner • 1 set retained by building commissioner • 1 set to the association master file

Site plan by licensed engineer indicating accurate building location is mandatory. Plans will not be reviewed and/or approved without submission of same.

2) Submit signed “Innsbrook Architectural Review Board Design and Structural Disclaimer.”

3) Submit completed “Exterior Finish & Colors Submission Form” and a sample board showing actual material and color. Available at the Innsbrook Sales Office.

4) Submit current certificate of insurance for general contractor indicating coverage for the following:

- a) Vehicle Liability
 - b) Contractors’ Liability
 - c) Completed Operations
 - d) Independent Contractors
 - e) a) through d) above require \$1 million bodily injury and \$500,000 property damage in coverage
 - f) Workers’ Compensation (Statutory Limits)
- Certificate of insurance will be made to: Innsbrook Owners’ Association

5) If any changes are made that affect building size, location on site, exterior appearance or exterior materials, plans shall be resubmitted for approval.

6) Submit time-frame for construction. All exterior construction including painting, staining, seeding and straw or sod installation, and final site cleanup must be completed within 6 months of the construction permit issue date.

7) Have Contractor read and sign “Rules for Contractors” (see page 8).

8) Submit approval from Village of Innsbrook Planning and Zoning.

9) After construction is complete an owner must receive an occupancy permit from the Building Commissioner.

10) Deviation from approved plans and specifications may result in the denial of an occupancy permit and a lien placed on the property.

Contractor Requirements

1. Certificates of Insurance: Any contractor performing work whereas a building permit is required must provide a certificate of insurance coverage to the Innsbrook Building Commissioner. Contractor shall have a certificate of insurance on file with Innsbrook, which will provide 30-day written notice of cancellation and will include the following coverages:

- a. Vehicle Liability
- b. Contractors' Liability
- c. Completed Operations
- d. Independent Contractors
- e. Workers' Compensation (Statutory Limits)

Required minimum limits of coverage:
\$1,000,000 bodily injury
\$500,000 property damage

Certificate of insurance will be made to: Innsbrook Corporation and Innsbrook Property Owners' Association.

2. Building Permit: Contractors shall maintain a valid, timely building permit on site at all times, and shall make it available for inspection upon request.

3. Any changes made after plan approval which involve site location, size of building or structure, or exterior appearance, shall be resubmitted to building commissioner for re-approval. Failure to do so shall be cause for revocation of building permit. Contractors shall also have Village of Innsbrook and Fire District permits.

4. Site Clean-Up: Contractors are responsible for daily clean-up of debris, mud, rock, trash, etc. deposited on any public roads or right-of-ways. Debris left on the construction site shall be deposited in suitable containers provided by the contractor. Contractors are responsible for any trash or debris originating from job site that may blow away or otherwise leave the site.

5. Removal of Debris: Contractors are solely responsible for the removal of all building materials, scrap, trash, debris, etc. and shall not use Innsbrook dumpsters for disposal of any items. There shall be no burning on building sites.

6. No noise-producing implements, tools or machinery shall be allowed Saturday before 8:30 a.m. and after 4:00 p.m., NEVER ON SUNDAY and the following holidays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas and are not allowed on weekdays before 7:00 a.m. or after 5:30 p.m.

7. Contractors, their employees and their families shall not avail themselves of the amenities of Innsbrook, which are the exclusive properties of homeowners (lakes, fishing, swimming, beaches, etc.).

8. Solicitation and Fraternalization: Contractors and their employees are strictly forbidden to solicit or fraternize with any Innsbrook property owner, homeowner, or their guests in any manner. Contractors shall take the most direct route to and from the job site and entrances to Innsbrook. Innsbrook has privately owned roads and facilities.

9. Contractors shall not display any signs pertaining to their company. Trailers, etc. with signs are prohibited.

10. Blasting is not permitted except by specific approval which requires special insurance, precautions and notifications.

Violations and any failure to comply with any of these items shall be cause for revocation of the building permit and denial of access to Innsbrook, including the use of any Innsbrook road or right-of-way.

This signed document must be submitted to the Innsbrook Building Commissioner along with a copy of the insurance certificate.

Innsbrook Project Site Address

_____ is an authorized representative of
Contractor's Name

Contractor's Company

Contractor's Office Number

Cell Number

Home Number

Contractor's Signature

Date

Authorized Innsbrook Representative Signature

FOR OFFICE USE ONLY

- ___ Certificate of insurance
- ___ Vehicle liability insurance
- ___ Contractor's liability insurance
- ___ Completed operations insurance
- ___ Workers' compensation
- ___ Permit application
- ___ Blueprint
- ___ Independent contractors' insurance
- ___ Site plan



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