

Skyland Community Association

PRE-CONSTRUCTION MEETING CHECKLIST

Contractor	SCA Manager
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1. Verification of Building Permit

- Must be posted and visible from the street.

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2. Complete Set of County Approved Construction Documents

- Must be delivered prior to or during the Pre-Construction Meeting.

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3. Staking Complete

- Building layout (Design Review Committee reserves the right to request that a licensed surveyor mark building corners and assist in verifying all buildings' setback requirements.)

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4. Hours of Construction

- Construction is permitted from **7:00 am to 6:00 pm** Monday through Saturday and is **not permitted on Sunday**.

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5. Silt and or Control Fencing

- Silt and or control fencing may be required to delineate areas that are not to be disturbed on construction sites.

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6. Snow Removal

- Snow may be removed, or "pushed off" lots prior to commencing construction at the sole discretion of the Design Review Committee.
- Applicant must present detailed plans to the DRC for review and consideration.

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7. Construction Trailers, Portable Field Offices, Unit/Complex Designation Signs, and Contractors Business Display Signs

- All of the above **must be** approved by the Design Review Committee.
- The Design Review Committee will designate a specific location and a maximum period of use.

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8. Storage of Materials and Equipment

- Storage of construction materials and equipment is permitted on construction site during the construction period.
- All equipment and materials shall be **neatly stored or stacked, properly covered and secured.**
- Owners or contractors will not disturb, damage, trespass or store materials or equipment on other lots, tracts, roadway right of ways, or utility easements.

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9. Storage of Fill Dirt and Topsoil

- Only minimal fill dirt shall be stored on site.
- All excess dirt shall be exported off site.
- Topsoil storage shall be contained within a minimal space on the site.
- Location should be confirmed with the Manager.

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10. Debris and Trash Removal

- Owners and contractors shall **clean up all trash and debris on the construction site daily.**
- Any trash or debris blown from site shall be cleaned up **daily.**
- Particular attention should be paid to site cleanup **following windstorms and during spring months.**
- Trash and debris must be placed in a dumpster that contains an integral lid(s) or a secured tarp.
- Dumpsters must be emptied when full.
- All persons are prohibited from dumping, burying or burning trash anywhere in **Skyland.**
- Solid and liquid food wastes must be disposed of in a “bear-proof” container approved by the Design Review Committee.

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11. Sanitary Facilities

- **Every** job site shall be equipped with sanitary facilities on site, for construction workers.

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12. Parking Areas

- Construction crews or other construction personnel shall not park on public roads or use other lots or tracts for parking purposes during construction.
- If necessary, job site parking constraints can be presented to the Design Review Committee, and approval for alternative parking may be granted.

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13. Concrete

- Following concrete delivery to construction sites, **concrete trucks may not clean trucks or dump excess concrete in Skyland** roads, right of ways, or easements.

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14. Damage to Other Property

- Damage to or scarring of other properties, including but not limited to other lots or tracts, roads, driveways or other improvements, **is not permitted.**
- If damage occurs, it will be promptly repaired.

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15. Blasting

- All blasting **must be approved** by the Design Review Committee.
- Any blasting shall be proposed in writing to the Design Review Committee forty-eight (48) days before proposed blasting is to occur.
- The blasting contractor must be licensed, provide proof of insurance, and name the Skyland Community Association as an additional insured party.

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16. Conduct and Behavior

- **Property owners** in Skyland **are responsible** for the conduct and behavior of their representatives, builders, contractors, and subcontractors.

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17. Stop Work Authority

- The Design Review Committee shall, at all times, have the authority to stop all work on any construction site within Skyland.
- **Any violation** of the Skyland Design Guidelines or Declaration of Protective Covenants shall be **just cause** for stopping all work.
- A stop work order shall be issued directly to the lot/tract owner in writing and posted at the work site.

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18. Housing

- **No** construction worker or lot/tract owner shall set up a **temporary residence** on any construction site in a trailer, motor home, or tent.
- All construction workers must be housed in permanent housing within or outside Skyland.

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19. Pets

- **No dogs are allowed on construction sites unless the contractor** is the owner of the lot, on-site, and controlling the pet(s) at the site.

Note: Skyland Community Association, through its designated representative, reserves the right to inspect the construction site at any time during construction without notice.

Date: _____

Property Information:

Property: _____

Owner: _____