



Construction Rules for the Glencourt Homeowners Association

As Approved by the Board April 19, 2019

Renovation or Unit Design Rules and Requirements

1. Owners planning projects expected to cost more than \$25,000. or any that involve a structural change to the unit (such as removing a wall) must submit plans and construction schedule to the Board for approval in advance of starting the project to insure that the project is in compliance with city and Glencourt regulations and rules, By-Laws, and Master Deed requirements. A "Request for Change", or ARC Form must be completed and filed with the Property Manager in advance. The form is added on below.
2. All projects are required to be completed within 90 days unless an extension is granted by the Board.
3. Before a project is started, the owner is required to sign a statement declaring that the contractor has read, understands, and agrees to abide by the Glencourt jobsite rules regarding work days and hours, dumpster placement and time limits, debris and liquid disposal, and worker's rules regarding behavior such as assigned parking, playing loud music, smoking, appropriate dress (shirts are required).
4. Monthly inspections with advanced notice by the Glencourt Property Manager are required to insure that all rules and regulations are followed and completion schedules are realistic.
5. The owner is ultimately responsible for any violations by the contractor, his subs, or suppliers for non-compliance of any rules or regulations, city or Glencourt, and subject to fines if they are violated or ignored.

Phone: 615.425.2168 Fax: 866.727.8517 Email: office@sregtn.com

Address: 179 Belle Forest Circle, Suite 302 * Nashville * Tennessee * 37221



**SYNERGY REAL ESTATE GROUP INC.
PROPERTY MANAGEMENT**

6. Any project not meeting the criteria defined above requires the homeowner to insure that Glencourt job site rules are followed and that only licensed contractors, electricians and plumbers are utilized not only for their own safety but for their neighbors.

Very Respectfully,

Your Glencourt Board of Directors

Synergy Real Estate Group, Inc.

615-425-2168

179 Belle Forest Circle

Suite 302

Nashville, TN 37221

Phone: 615.425.2168 Fax: 866.727.8517 Email: office@sregtn.com

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GLENCOURT CONSTRUCTION RULES

In order to better accommodate our Homeowners the Board has adopted the following rules for construction and/or re-modeling inside of the units.

- Owners planning projects that involve substantial remodeling to the unit must submit a completed ARC form to the Glencourt Property Management Company for approval.
- Owners shall provide a comprehensive scope of work for the project along with an expected completion date.
- All projects must be in compliance with Metro Codes and the City of Belle Meade. Please check with your contractor to see if a building permit is required.
- All contractors must provide the management company copies of Workers Compensation and Liability insurance. Only licensed contractors, plumbers, and electricians will be permitted to perform work.
- All projects must be completed within 90 days. The Board may grant extensions if needed to complete the project. Projects not completed within the approved time frame may be subjected to daily fines.
- Monthly progress reports must be provided to the property manager. Any delays must be approved by the Board of Managers.
- No more than 4 work vehicles may be on site at one time.
- All work vehicles will park in designated spaces. Vehicles blocking the drive may be subject to towing.
- The unit owner is responsible for all damages to the common area due to contractor negligence. Damages include but are not limited to: grass, shrubs, sidewalks, driveways, sprinkler heads, gate, exterior lighting and the building.
- Dumpsters must be approved in advance. If approved they must be emptied every 48 hours.
- Porta-potties are not permitted on Glencourt property.

- All work will be done expeditiously once commenced and will be done in a good workmanlike manner by myself or a contractor.
- All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Board of Directors for Homeowners Association, and its agent, have no responsibility with respect to such compliance and that the Board of Directors approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulations, or governmental requirement.
- I understand that a decision by the Board of Directors will be made at a regularly scheduled Board Meeting, and that this request must be submitted no later than one week prior to the Board Meeting for submission at the next meeting.
- I understand that I will be notified of a decision by the Board of Directors within twenty-one (21) days of the Board Meeting at which my request is submitted.
- The contractor is: _____
- If approved by the Board of Directors, the work would start on or about _____ and be completed by _____ .
- I understand that if I sell my condominium I am responsible for notifying the next homeowner of any approved architectural variance, and informing the next homeowner

of their responsibility for all future upkeep.

- I understand that any work not started within the set number of day from the approval date that I may need to submit a new ARC form for approval due to the delay in starting on the project.

Signature: _____

Date: _____

Reviewed by: _____

Date: _____

Decision: **Approved** **Not Approved**

Requested changes to plan:

Request for Changes

Submission for any changes done to the outside of the unit.

Mail:
Synergy Real Estate Group Inc.
179 Belle Forest Circle
Suite 302
Nashville, TN 37221

Fax:
1-866-927-9506

Email:
office@sregtn.com

Name:

Address:

City/State/Zip:

Phone(s) H: _____ C:

In accordance with the Homeowner Association's Master Deed, Bylaws, and Amended and Restated Rules and Regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

[Please attach a detailed, to scale, drawing or blueprint of your plan(s) and/or a brochure.]

I understand that under the Homeowner Association's Master Deed, Bylaws, and Amended and Restated Rules and Regulations, the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- No work or commitment of work will be made by me until I have received written approval from the association.
- All work will be done at my expense and all future upkeep will remain at my expense.
- This includes the replacement of any parts or materials used in conjunction with this alteration.