

CHANDELLE AIRPARK ARCHITECTURAL GUIDELINES

1. INTRODUCTION

- a. The Architectural Committee (hereinafter sometimes referred to as the “Committee”) is established by Article VI of the Chandelle Airpark Restrictive Covenants (hereinafter referred to as the “Covenants”), and is responsible for monitoring and regulating the requirements and restrictions in that article. As part of those responsibilities, the Committee is tasked with reviewing plans for residential homes in Chandelle Airpark, and forwarding approval recommendations to the Board. This document establishes standards and guidelines for that process. A separate checklist based on these guidelines will be provided to guide and document the approval process for each plan or set of plans submitted to the Committee for approval. Repairs that do not materially and noticeably alter the appearance of a structure are not subject to these approval requirements.
- b. Nothing in this document will be interpreted to relieve the Committee of the responsibility to monitor and regulate any provisions of Article VI not related to architectural standards or plans approval, nor shall it in any way diminish or limit their authority to do so.
- c. For the purposes of this document, “written” or “in writing” means communications with paper instruments. No email shall be used, except as otherwise authorized. All official notifications of approval, disapproval or receipt shall be dated and signed.

2. COMMITTEE STANDARDS

Committee members are restricted to monitoring and regulating compliance with Article VI of the Covenants as recorded, and have no authority to alter, set aside or waive any of those restrictions except where specifically allowed by the Covenants.

3. PLANS SUBMISSION CONTENTS

- a. Building plans submission need not be full blueprints. The City of Tullahoma does not require blueprints for homes under 5,000 finished square feet, only a foundation plan and a first-floor floorplan, though full blueprints are often submitted.
- b. Any drawings or plans that meet the informational requirements of Article VI should suffice for the Committee, except as otherwise stated herein. Plans submitted to the Tullahoma Building Codes Division for a building permit may meet some or all of these requirements. All plans submitted will include the following:

(1) Floor plans.

- A. Floor plans are used by the Committee to ensure the home will meet the minimum 2,500 square feet of finished living space. For a multi-story home, the ground floor must equal or exceed 1400 square feet, with the total of all floors equaling or exceeding 2,500 square feet.
- B. For the purpose of this requirement, living space is defined as an enclosed area in a house that is suitable for year-round use, embodying finished walls, floors, and ceiling that are similar to the rest of the house, and that meets all code utility requirements for residential space. Suitable for year-round living requires permanently installed heat with a continuous power source. The

- floors must be completely covered with an installed, finished covering, such as carpet, vinyl, wood, tile or laminate.
- C. All hangars in Chandelle Airpark must be fully enclosed structures. Hangar style and colors should coordinate with and compliment the home. To the extent practical, materials used should also coordinate with and compliment the home.
 - D. The total interior space of a hangar structure will not exceed 3,600 square feet.
- (2) A site plan.
- A. Site plans are used to confirm setback and easement requirements are being met. The City of Tullahoma is responsible for determining any road or utility easements, and confirming the appropriate lot setback requirements are being met. The Committee primarily uses site plans to ensure any additional requirements of Article VI are being met. Standard setbacks and easements for all properties are set in the Tullahoma zoning restrictions, and non-standard easements specific to any lot are on the subdivision plat. Both setbacks and non-standard easements should be depicted in the site plan submitted to the Committee, if possible. But as long as the distances to the property lines are depicted, compliance can be determined by the Committee.
 - B. Some of the standard setbacks on the original subdivision plat have been changed by the city, and are no longer applicable. Rear lot setback standards on residential properties are currently 25 feet, and side lot setback standards are 10 feet. Lots All lots bordering more than one street shall observe the 35 foot front yard setback along each street. For lots bordering a taxiway, setbacks will be measured from the taxiway boundary. Standard utility and drainage easements are 10 feet on all sides. Setbacks from streets are more complicated, as are power line easements, and we defer to the city for compliance with those, but they are a minimum of 25 feet. Setbacks and easements apply to structures, and do not normally preclude driveways or patios, so aircraft parking pads may be approved up to the taxiway property line, but not up to neighboring residential property lines.
 - C. If grade or drainage conditions dictate, the Architectural Committee may consider recommendation to the Board for approval of a concrete ramp from an owner property onto taxiway property. Such a ramp shall not encroach the taxiway boundary any more than four feet, will end flush with the ground, and the rise within the taxiway boundary will not exceed 4 inches (4.8 degree slope). It shall not appreciably alter the grade or drainage of the land on the taxiway, and not hinder or interfere with aircraft operations in any way. Separate approvals will be granted by the Board in writing, and will stipulate the property owner and any subsequent owners assume responsibility for maintaining the ramp and the concrete/grass transitions in good condition, in perpetuity.
 - D. The location of a hangar must be depicted on the site plan. A hangar is subject to the same setback and easement restrictions as a house, except the Tullahoma Building Codes Division may impose additional restrictions unique to hangar construction.
 - E. Contracts granted for any construction, to include, but not limited to, hangars, parking pads, or ramps, will stipulate that construction activity cannot unduly affect aircraft traffic on the taxiway.
 - F. No building or structure is allowed to penetrate any Runway Object Free Area (ROFA) depicted on the Airport Layout Plan (ALP) filed with the Tennessee Aeronautical Division. At the time of this writing, the ROFA for Runway 9/27 extends out one-hundred-twenty-five (125) feet laterally

from the centerline of the runway into the lots in Chandelle Airpark that border that runway. Concrete pads flush with the ground may be allowed if they do not appreciably alter the grade or drainage of the land. The Architectural Committee shall require written approval from the Airport manager or Airport Authority for any structure or concrete pad to be placed within ten (10) feet of the ROFA before considering plans for construction approval.

- G. The Committee is authorized to impose additional setback provisions if they deem it necessary in order to comply with the Covenants, as long as those actions don't conflict with any laws or governmental regulations. The lot owner will be notified in writing if this is ever the case.
- H. Hangar, pool, fence or other ancillary construction plans may be submitted for approval separate from home plans if they are not being built concurrently with the home.

(3) Elevation depictions.

- A. Elevation depictions allow the Committee to ensure the design and architecture is compatible with other homes in the subdivision. Repeat or identical (cookie cutter) designs are not allowed.
- B. Elevations are used to ensure no more than 25% of the exterior is composed of asbestos siding, vinyl or wood shingles or perma-stone, and that there is no exposed concrete or cinder block.
- C. Aluminum or vinyl siding, or other similar materials, cannot be the predominant exterior covering.
- D. Hangar elevations are used to confirm the style and colors coordinate with and compliment the home.
- E. If the information on material specifications required to confirm any of these requirements is not included on the elevations, separate specifications documentation must be submitted.

(4) A plot plan and/or landscape plan.

- A. The plot plan may be submitted separately, or combined with a landscape plan.
- B. The plan(s) must depict the location of walkways, fences, patios, porches, driveways, pools, spas, gazebos, or other structures to verify design and appearance compatibility with other homes in the subdivision, and to ensure locations, sizes and materials are in compliance.
- C. Perimeter fences will meet the design requirements and restrictions of Article VI, and remain at least 10 feet from a taxiway.
- D. Screening fences must be depicted, to include materials, design and height of the fence, and must remain at least 10 feet from a taxiway.
- E. Pools and spas must be located to the rear of the residence, and below ground.
- F. Swimming pool depictions must be accompanied by a depiction of the required security/safety fence around the pool area. Pool fences will meet the design requirements and restrictions of Article VI, and comply with all governmental laws and regulations.
- G. Spas must be depicted, to include a screening fence for any above ground spa, including materials, design and height of the fence.
- H. The plan(s) must depict the location of the required drain from a swimming pool to the street.
- I. The plan(s) must show the location and type of trees, bushes, shrubs, hedges or other plants. Locations and specific species or type of tree or bush may be given stricter scrutiny if any foliage is expected to grow within 10 feet of a taxiway, or over neighboring property.
- J. The plan(s) must include any ground cover, whether it be plant, organic or artificial materials.
- K. The plan(s) are used to confirm no plants or other parts of the landscape can encroach on a taxiway, to include overhanging branches.

- L. If needed, the plan(s) are used to depict measures required to facilitate drainage and prevent standing water (grading or swales), beyond a standard backfill of soil around a foundation.
- M. The plan(s) must include mailbox specifications. All mailboxes must be from Imperial Mailbox Systems, either with a newspaper box below the mailbox (model 311K-6) or without the paper box (model 311K). Mailboxes are required to be flat black in color.
- N. Any free-standing flagpoles must be depicted, and include confirmation that it does not exceed 25 feet in height.

4. PLANS APPROVAL

- a. Approval or disapproval recommendations for submitted plans, along with any applicable comments by the Committee, shall be forwarded to the Board, and the Board will provide a final decision to the lot owner in writing within twenty (20) days of the plans submission.
- b. The Committee may request additional or amplifying information from the lot owner, or an on-site review, during this 20 day period, but that alone does not reset the 20 day clock.
- c. If the plans submission does not substantially comply with the requirements in this document, the Committee Chairman will notify the owner of this fact, and the 20 day clock will not start until a proper submission is deemed to have been completed.
- d. If the Board has not sent an approval/disapproval response to the lot owner within 60 days, the plans will be considered approved by default.
- e. All communications between the lot owner and the Committee during the approval or building process, and that involve matters related to those processes, will be conducted solely between the lot owner and the Committee Chairman or his/her designated representative.
- f. Excepting official notifications of approval, disapproval, or any other communications required to be in writing, email may be used for the above exchanges between the Committee Chairman and lot owner as long as a paper copy is kept by the Committee Chairman for record purposes. Paper copies of written communications amongst or between Committee members, whether the communication be conducted via paper or electronic means, shall also be retained for record purposes.
- g. At no time will official communications on matters of plans approval be conducted via any electronic means other than email (no text, social media, etc.). An exception is made to this prohibition for virtual meetings conducted via applications such as Skype, Zoom and GoToMeeting, if recordings of such meetings are retained on non-volatile media. This prohibition will not prevent messages of an administrative nature, such as meeting announcements or coordination, from being conducted via electronic means other than email.
- h. The Chairman of the Committee shall communicate the committee's approval/disapproval recommendation to the Association President or his/her designated representative. No Committee member will communicate knowledge of any approval progress, deliberations or decisions to any non-member of the Committee, verbally or otherwise, prior to the official notification from the Board to the lot owner.
- i. Written approval communication by the Board to the lot owner (cc to the Committee) shall essentially consist of the following:

We are pleased to notify you of approval of your building plans. Please obtain a \$3,500 performance bond and forward it to the Treasurer. Alternatively, you may pay the Treasurer a \$3,500 deposit in the form of cash or check, made payable to

Chandelle Airpark HOA. The funds shall be held in lieu of a performance bond and shall be refunded after all building requirements have been met, a certificate of occupancy has been received from the City of Tullahoma, and the driveway, walkways, mailbox and landscaping have been installed in accordance with the building plans approved by Committee. Note that construction is not authorized to commence until you have written confirmation that the bond or deposit has been received. All contracts granted for construction will stipulate that construction cannot unduly affect aircraft traffic on the taxiway.

- j. Any communication from the Treasurer to the lot owner acknowledging receipt of the \$3,500 bond or cash deposit shall serve as final HOA approval without further notice from the Architectural Committee or Board, and construction is authorized to commence from that point.
- k. If any plans submission is deemed to be approved by default because the Committee did not meet the 60 day response deadline, the lot owner then becomes responsible to submit the required \$3,500 bond or deposit to the Treasurer. Construction cannot commence until the lot owner has written confirmation that the bond or deposit has been received.
- l. If at any time during construction the Architectural Committee determines that the requirements of the covenants or these guidelines are no longer being met, they may inform the lot owner in writing that all construction activity must be halted until such time as the discrepancies are resolved to the satisfaction of the Committee. At that time, the Committee will again inform the lot owner in writing that construction may recommence.

CHANDELLE AIRPARK ASSOCIATION

Robert N. Simmons
President
July 31, 2022

Aug 8, 2022