

TOLCA HANDBOOK OF ARCHITECTURAL, CONSTRUCTION AND LANDSCAPING REGULATIONS

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SECTION 1 INTRODUCTION

This handbook establishes rules and regulations to control and regulate the construction, erection, alteration, addition, and accessories of buildings and major landscaping in Traces of Lattimore (TOLCA).

This Code shall not be construed to conflict with state or local building regulations. This code does not change any of the restrictions or setbacks, etc. as contained in the TOLCA's Covenants and Restrictions. The effective date of Amendments to these guidelines shall be thirty (30) days after adoption by the TOLCA Board of Directors unless another date is specified in the amendment.

SECTION 2 OBJECTIVES

One of the reasons Traces of Lattimore is a special place is that all property is subject to the TOLCA's Deed Restrictions, which includes Covenants designed to:

- **Encourage** environmental excellence;
- **Preserve** the design integrity and architectural quality of Traces of Lattimore land and dwellings;
- **Maintain** the high aesthetic standards that make Traces of Lattimore such an attractive and desirable place to live;
- **Prevent** the deterioration of the Community, which inevitably follows a "laissez faire" philosophy of construction, maintenance, and proper use, and protect and preserve property values for all residents.

These objectives are accomplished through the Environmental Committee (EC) review system and procedures, which are described in this handbook. It will give you the information you need for your benefit and for everyone in the Community.

Specifically, before you make any changes to your property, you first must check with the Managing Agent (MA) for the required procedures. This handbook outlines the why, who, and what involved in getting this approval.

SECTION 3 ENVIRONMENTAL COMMITTEE MISSION STATEMENT

The responsibility of the EC is to advise and assist the Board in assessing and enforcing matters pertaining to environmental, architectural, construction and landscaping. In fulfilling its responsibility, the EC performs functions, which include, but are not limited to, the following:

1. Review submitted plans and specifications of structures, additions, and alterations for compliance with all building codes applicable in Traces of Lattimore.

2. Periodically survey TOLCA properties for compliance with building codes, existing codes and report to the MA.
3. Perform such other functions as directed by the Board.

SECTION 4 DEFINITIONS

ACCESSORY STRUCTURE. A building, the use of which is incidental to that of the main building and which is located on the same lot. (also see Section 14)

ADDITION. Any new construction which increases the height or floor area of an existing building.

ALTERATION. A construction project comprising revisions to prescribed elements of any existing structure.

APPROVED. Approved refers to approval by the building official as the result of investigation and tests conducted by him, or by reason of accepted principles or tests by nationally recognized organizations.

APPROVED AGENCY. An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the building official.

ARCHITECTURAL SHINGLE. A superior grade roofing shingle that has a minimum 30 year warranty.

ASSOCIATION. The Traces of Lattimore Community Association, i.e. Board of Directors, Committees, Employees.

BALCONY. (exterior). An exterior floor system projecting from a structure and supported by that structure, with no additional independent supports.

BASEMENT/CRAWLSPACE. That portion of a building, which is partly or completely below grade (see "Story above grade").

BUILDING. Building shall mean any single family dwelling or portion thereof, which is used, or designed or intended to be used for human habitation, for living, sleeping, cooking or eating purposes or any combination thereof, and shall include structures accessory thereto.

CEILING HEIGHT. Ceiling height shall be the clear vertical distance from the finished floor to the finished ceiling.

CONSTRUCTION. The active building, fabricating, physically changing or modifying any home, structure or accessory building.

DECK. An exterior floor system supported on at least two opposing sides by an adjoining structure and/or posts, piers, or their independent supports.

DWELLING UNIT. Any house or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons and as described in the Deed Restrictions.

FAMILY. Family is an individual, two or more persons related by blood, marriage, or law, or a group of not more than any three unrelated persons living together in a dwelling unit.

GARAGE. A building or part thereof used for the storage of one (1) or more vehicles.

GRADE. The finished ground level adjoining the building at all exterior walls.

GRADE FLOOR WINDOW. A window located such that the sill height of the window is not more than 44 inches above or below the finished grade adjacent to the window.

GRADE PLANE. A reference place representing the average of the finished ground level adjoining the building at all exterior walls.

GREENHOUSE. An enclosed accessory structure consisting primarily of light-transmitting materials and used exclusively for growing plants.

GUARDRAIL SYSTEM. A system of building components located near open sides of elevated walking surfaces.

HABITABLE ROOM. Habitable room shall mean any room meeting the requirements of this code for sleeping, living, cooking or dining purposes, excluding such enclosed places as closets, pantries, bath or toilet, roofs, hallways, laundries, storage spaces, utility rooms and similar spaces.

HANDRAIL. A horizontal or sloping rail grasp for guidance or support.

HOLLOW MASONRY. Load-bearing or non load-bearing construction using masonry units where the net cross-sectional area of each unit in any plane parallel to the bearing surface is less than 75 percent of its gross cross-sectional area.

IMPROVEMENT. Will mean modifications or changes made to or on buildings, garages, decks, fences and other structures, but not including normal maintenance or minor repairs.

INSPECTOR. Shall mean the agent of TOLCA or other approved agency (ies).

KITCHEN. Kitchen shall mean an area used, or designed to be used, for the preparation of food.

LANDSCAPING. The design and planting of trees, grass, ornamental grasses, shrubs and any and all planting additions that constitute a major land/yard alteration. Landscaping also includes the establishment of pathways, trails, or patio areas.

LINEAL FEET (LF). A measurement taken from one point to a second point in a continuous line. Measurement taken in feet.

LOADS, LIVE AND DEAD. Dead loads are the weight of the walls, partitions, framing, floors, ceilings, roofs and all other permanent stationary construction entering into and becoming a part of the building. Live loads are all loads except dead and lateral loads.

OCCUPIED SPACE. The total area of all buildings or structures on any lot or parcel of ground projected on a horizontal plane, excluding permitted projections as allowed by this code.

OWNER. Shall mean any and all owners of a residential lot in the Community.

PIER. A column designed to support concentrated load.

PERMIT. Shall mean the authorization(s) to build, install sanitary systems, make improvements, etc., issued by the appropriate Governmental Agency (ies) having jurisdiction and the TOLCA.

PROPERTY LINE. A line forming the front, rear or sides of lots or parcels of property as described in the recorded title.

RESIDENTIAL. Shall mean approved for improvement and use of as a single family dwelling house.

SINGLE FAMILY. Shall mean one or more persons (not to exceed three (3) persons unrelated to each other by blood or marriage.)

SOLID MASONRY. Load-bearing or non load-bearing construction using masonry units where the net cross-sectional area of each unit in any plane parallel to the bearing surface is not less than 75 percent of its gross cross-sectional area.

STORY. Story is that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that habitable portion of a building included between the upper surfaces of the topmost floor and ceiling or roof above.

STORY ABOVE GRADE. Any story having its finished floor surface entirely above grade except that a basement shall be considered as a story above grade when the finished surface of the floor above the basement is:

1. More than 6 feet (1829mm) above grade plane;
2. More than 6 feet (1829mm) above the finished ground level for more than 50 percent of the total building perimeter; or
3. More than 12 feet (3658mm) above the finished ground level at any point.

STRUCTURE. That which is built, erected or constructed, including without limitation because of enumeration, buildings for any occupancy or use whatsoever, parts which are fastened, anchored, or rests on a permanent foundation or on or under the ground.

SUNROOM. Enclosed porch or living room with a sunny exposure.

UNIFORM CONSTRUCTION CODE. The current code of home construction recognized under PA law.

VARIANCE. A modification of the Architectural and Construction Guidelines, pursuant to the provisions of the Traces of Lattimore's Covenants and Restrictions, Bylaws, Codes and state and local ordinances.

WINDOW. Window shall mean a glazed opening, including portions of glazed doors.

WOOD STRUCTURAL PANEL. A structural panel product composed primarily of wood, and meeting the code requirements of a structural panel. Wood structural panels include all veneer plywood, composite panels containing a combination of veneer and wood-based material, and mat-formed panel such as oriented stranded board and wafer board.

YARD. Yard is an open, unoccupied space, other than a court, unobstructed from the ground to the sky, except where specifically provided by this code, on the lot on which a building is situated.

SECTION 5 HOMEOWNER'S RESPONSIBILITY

1. The property owner is responsible for ensuring that any construction is completed in accordance with the approved plans, specifications and local, state and federal building, health and safety codes.
2. The property owner is responsible to comply with the Deed Restrictions, which pertain to their property.
3. The property owner is responsible for the actions of his/her contractor or persons as it relates to construction at or on the owner's property.
4. No changes or alterations are to be made to approved plans or drawings without the approval of the EC.
5. A permit will not be issued until all appropriate building fees have been paid together with any outstanding balance due to the Association, the appropriate Township Permits received, and the building plans are approved.
6. Upon completion of construction, the following must be provided to the MA:
 - a. A certificate of final inspection for the electric installation.
 - b. A final plot plan showing the exact location of the building, septic field, water and sewer lines, driveways.
 - c. Township Certificate of Occupancy.
 - d. Lead-Free Certificate.
7. The EC shall have the right to request additional data, which, in its opinion, is required.
8. No building shall be occupied prior to issuance of certificate of occupancy by the township.

SECTION 6 PERMITS REQUIRED

The following require a permit from the TOLCA:

1. New Home
2. Addition
3. Alteration requiring structural change

4. Screen Porch
5. Deck (new & replacement)
6. Sheds
7. Garages
8. Driveway modification
9. New Driveway
10. Fences (only for garden protection)
11. Tree removal
12. Major landscape planting
13. Any other construction requiring structural change
14. Landscaping – Structural (i.e. artificial ponds, patios, walkways, tennis courts, swimming pools, trellis, gazebos, and gravel and stonework surfaces.)
15. Playground equipment
16. Roof replacement and/or major repairs (No Fee)
17. Blasting requires a permit. A 24 hour notice must be given to the MA. prior to receiving permit.

No construction, including excavation, is to be undertaken until a building permit, tree removal permit and a sewage permit (if new home) are issued to and received by the owner and/or builder.

EXPIRATION AND RENEWAL OF PERMITS - All permits shall be valid for a period of one (1) year. At the expiration of that one (1) year, a new application for building permit may be required. There may be a cost of any such new application for a building permit

Note: Please refer to the Traces of Lattimore Covenants and Restrictions for those items that are not listed above but may be prohibited or restricted, e.g. docks.

SECTION 7 FEES

Fees Established

The following fees apply to any exterior modification including but not limited to new construction, addition, modification and / or alteration:

1. New Construction	\$500.00
2. Addition to Existing Structure	\$250.00
3. Deck Construction	\$125.00
4. Sheds	\$125.00
5. Roofing	\$125.00

Additional inspections shall be charged an hourly fee of \$65.00/hour.

There shall be no fee for re-painting, landscaping or other maintenance items; however such work requires the applicable permits.

All fees associated with the processing and approval of plans by TOLCA will be assumed by the property owner.

SECTION 8
PERMIT APPLICATION PROCEDURE

1. Obtain the appropriate application documents from the MA.
2. Fill in all appropriate documents.
3. Obtain permits from the Township.
4. Submit proof of Township permit, application documents and appropriate fees to MA.
5. Documents are reviewed by the EC.
6. Documents will be approved, returned for correction, or rejected with an explanation. Applicant will be notified.
7. When approved, a Permit will be issued by the MA. Construction may begin.
8. MA may determine that a dumpster is required based on his evaluation of the job size or amount of materials to be discarded.

SECTION 9
NEW HOME CONSTRUCTION

For new home construction, the following items are to be submitted together with the application for Building Permit. Where applicable, submission must be properly certified by a PA registered agent.

1. Building Permit Application (1 copy)
2. Building plans (2 copies)
3. Plot plan (2 copies)
4. Foundation Plan (2 copies)
5. Elevation Plan
6. Septic permit (1 copy)
7. Septic placement (1 copy)
8. Township permit (1 copy)
9. Soil Erosion Control Plan (2 copies)
10. Tree Conservation Plan – (2 copies)
11. Certificate of Insurance, Builder as insured (TOLCA listed as additional insured)
12. Deed
13. All Assessments must be paid in full.

SECTION 10
ADDITIONS AND ALTERATIONS

For additions/alterations these items are to be submitted with the application for Building Permit. Where applicable, submission must be properly certified by a PA registered agent.

1. Building Permit Application (1 copy)
2. Building plans - (2 copies for living space)
3. Plot plan - (2 copies)
4. Elevation Plan (1 copy if applicable)
5. Township permit (1 copy if applicable)

6. Soil and erosion control plan (2 copies if applicable)
7. Tree Conservation Plan – (2 copies)
8. Certificate of Insurance, Builder as insured (TOLCA listed as additional insured)
9. All Assessments must be paid in full.

SECTION 11 PLANS AND DRAWINGS

1. Individual building plans shall be submitted showing all relevant elevations, as well as structural details. Cross-sections are required.
2. All homes to have a minimum of 1,500 square feet of living space, defined as heated, finished space with at least 5 feet head clearance and not to include basements or garages.
3. Where a fireplace is proposed for a building, the location, type, size and the type of fuel are to be shown on the plan in the outline specifications form. Spark arresters are mandatory in this case.
4. All plans for new construction, alterations or additions must be approved by the Township.
5. All plans submitted shall conform to The Architectural and Construction Regulations and also to TOLCA's Covenants and Restrictions, and be so stated on all blueprints. The following is a list of TOLCA's main requirements for new construction:
 - a. Driveways to be a 6" crushed stone base, minimum of 12 feet wide. Culvert (15" or greater, double-wall ADS or Hancor plastic) pipe is required if driveway crosses a road ditch. Culvert pipes to have laid stone headwalls. Bank cuts for drives to be sloped to a minimum of 2 to 1 slope. Disturbed banks to be seeded and mulched. All driveways are to be entered from Traces of Lattimore roadways where practicable.
 - b. All homes to have a full basement, unless exempted by the Environmental Committee. Foundation footings to meet Delaware Township specifications. Basement walls to be a minimum of 8" poured concrete or an EC approved alternative. Foundation walls to be damp-proofed with two coats of foundation coating or equal. Perimeter drains are to be covered with clean stone and geotextile filter fabric.
 - c. Septic system to be constructed as per the valid Delaware Township Sewage Permit that is issued for the property. The system will be State inspected prior to coverage and final grading.
 - d. Roof sheathing shall be a minimum of 5/8 CDX plywood. Shingle standard is Owens Corning architectural shingles (30 year) or equal. Felt paper is required. Ice shield to be on bottom three feet of all roof eaves and all roof valleys. Roof to have continuous ridge and soffit ventilation.
 - e. Exterior siding to have Tyvek or equal air infiltration barrier and wood (pine, cedar, cypress) clapboard or T & G siding boards. Soffits may be metal or vinyl if desired. Fascia boards to be wood. No synthetic sidings will be allowed. Stain or paint colors must be wood/earth tones and are subject to Environmental Committee's approval.
 - f. Electric Service to be 200 AMP underground supply with a minimum 40 circuit breaker panel. Cable TV and telephone service to be installed with electric service. Electric wiring to be as per code.
 - g. All homes must have a garage. Garage doors shall be insulated and weather sealed.

- h. Decks and exterior porches are to be constructed with Pressure Treated wood, cedar, cypress, or EC approved alternative. All ground contact wood to be pressure treated lumber or EC approved alternative.
 - i. An installation plan for all exterior lighting must be submitted to the EC and shall include lighting locations and fixture profile. No overhead wiring is permitted.
 - j. All disturbed areas around house to be finished, graded, planted and mulched.
 - k. It is the responsibility of the contractor to contact the designated MA for scheduled inspections.
6. Each sheet of drawings including the site plan shall indicate:
- a. Name of owner(s)
 - b. Stage, Block and Lot numbers
 - c. Street names and house numbers
 - d. Name and title of person preparing documents (engineer, builder, architect or other)
 - e. Page numbers and date.
 - f. Scale of each drawing.
7. Site plans shall include:
- a. Scale of one (1) inch equals forty (40) feet
 - b. Lot boundaries, setbacks and easements
 - c. Location of building
 - d. Location of septic system
 - e. Location of utilities
 - f. Exact location of driveway
 - g. Compass point showing North
 - h. Approximate slope direction
8. Tree Conservation Plan:
Clearing and grubbing to be done in a manner that protects vegetation that is not to be removed. Burning of stumps, trees, etc., is not allowed. Extent of allowed clearing is 25 feet from buildings and 10 feet either side of driveway or septic system. All excavated materials are to be stockpiled and protected with silt fence in a manner to prevent soil erosion into the lake. A 30 Lineal Feet in-depth, stabilized construction entrance shall be constructed to minimize the tracking of mud onto the paved road. Specifications for silt fence, mulching and the stabilized construction entrance are available from the Pike County Conservation District. The guidelines for this plan is a plot plan/survey to include the following:
- a. What area is to be cleared around the house, addition or garage.
 - b. What area is to be cleared around the septic tank and sand mound.
 - c. What area is to be cleared for the driveway and waterline.
 - d. What area is to be cleared for construction vehicle access.

SECTION 12 SETBACKS

1. Building Location on Lot
 - a. Main single family residence, unattached garage, decks, patio or shed is to be located not closer than:
 - i. 40 feet from the front lot line
 - ii. 25 feet from each side lot line
 - iii. 25 feet from the rear lot line.
 - b. No building shall be erected at a point on a site, which has an elevation less than four (4) feet higher than the elevation of the spillway on the lake, waterway or any wetland on which the lot is situated.

2. Wetlands/Watercourses Buffer Zone

For the purposes of protecting water quality, a buffer zone/building setback of not less than one hundred (100) feet shall be maintained from any wetland or watercourse. The setback from wetlands shall be measured from the edge of the delineated wetland. The setback from watercourses shall be measured from the highest edge of the channel. No buildings, structures, sewage disposal systems, other impervious surfaces, or land disturbance shall be constructed or placed within this buffer zone without a Board approved variance.

Definitions:

Watercourse – a discernable definable and natural course, or altered natural course, along which water is ultimately conveyed to streams and/or lakes and/or ponds at lower elevations. A watercourse may originate from a lake or underground spring(s) and may be permanent in nature, or it may originate from a temporary source such as a runoff from rain or snow.

Wetland – Lands where saturation with water is the dominant factor determining the nature of soil development and the types of plant and animal communities that live in the soil and on its surface. For regulatory purposes under the Clean Water Act, the term wetlands means “those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs and similar areas.”

SECTION 13 CONSTRUCTION GUIDELINES

1. Contractor Liability Insurance

- a. Any contractor requiring a building permit to perform work for another person shall present to the MA copies of the Certificate of Insurance of the contractor's liability insurance policy. The provisions of this Section shall not apply to the owner of the property who applies for a building permit for work to be performed by the owner of that property.

2. Dumpsters to be provided by Contractors
 - a. Contractors building and/or remodeling homes in TOLCA shall be required to provide dumpsters on the respective lot for removal of construction debris.
 - b. Modular and log homes are required to use a 10 cubic yard dumpster or larger.
 - c. Said dumpster shall be serviced regularly during construction and removed from the lot at the completion of the job to an appropriate dumping facility outside TOLCA.
 - d. All job sites shall be kept clean of debris and excess building trash.
3. Exemption Policy for Sheds

Structures one hundred (100) square feet and under shall be exempt from any requirements of footers, piers or concrete slabs, provided that the following conditions are met:

 - a. A building permit is obtained.
 - b. The structure is anchored through use of a means approved by the Building Official including, but not limited to, utilization of an anchoring kit or anchoring to a railroad tie or concrete block foundation.
 - c. The applicant signs a binding agreement to remove the structure should a detached garage be built.
4. Location of Bulk Fuel Storage Tanks

All fuel tanks or other similar storage containers must be hidden from view. This must be accomplished *by* either having the tank buried or with an EC approved fencing which must be at least the same height as the tank and must be structurally stable.

 - a. All local, State and Federal regulations must be adhered to at all times.
 - b. For new construction, fuel tanks must be shown on plot plan and the application must state type of fuel to be used (oil, gas, etc.). A no-fee permit is required for the tank and/or fencing prior to installation or replacement except when the replacement tank is the same size and in the same location.
5. Portable Toilets
 - a. Where no indoor toilet facilities are available on work sites, a discreetly placed portable facility must be made available until indoor plumbing is available, at which time the portable facility must be removed promptly. Portable toilet facilities must have applicable permits from the township or DEP. The Building Official is authorized to issue a "stop work" order if such facilities are not provided on site or removed promptly.
6. Violations and Penalties; Stop Work Orders
 - a. There shall be a penalty of five hundred dollars (\$500) for starting new construction and alterations requiring a building permit prior to plan approval or for working on a project when a "Stop Work Order" is in effect.
 - b. A Stop Work Order will be issued when a violation of the HFCA Code exists.
 - c. Violation of Natural Resource Code (Tree Conservation Plan).

SECTION 14 ACCESSORY STRUCTURES AND REGULATIONS

Accessory structures are structures for which the use is customarily incidental to the primary use of the property. Accessory structures are located upon the same lot as the primary structure and must follow all setback rules required for the primary structure. Plans for all accessory structures must be submitted to the MA and reviewed for approval by the EC.

SECTION 15 HOURS OF CONSTRUCTION

1. Prohibited Hours
 - a. No construction is to take place between the hours of 6:00PM and 7:00AM.
2. Exceptions
 - a. Any person, who wishes to work in Traces of Lattimore beyond 6:00 PM on weekdays only, shall apply to the MA before 3:00 PM on weekdays for a working permit. The permit will include the name(s) of each person who will be working and the location at which they will be working.
3. Saturdays, Sundays and Holidays
 - a. No construction with a building permit in effect is allowed on Saturdays before 10AM between Labor Day and July 1.
 - b. No construction will be allowed on Sundays or on national holidays listed or on Saturdays between July 1 and Labor Day, inclusive.
 - c. The holidays which construction will not take place are: New Year's Day, Presidents Day, Good Friday, Memorial Day, and July 4, Labor Day, Thanksgiving Day and Christmas Day.
4. Nuisance Noise
 - a. No noise-producing device, i.e., gas powered chain saws, lawn mowers, leaf blowers, or other device which, either consistently or intermittently generates a noise level that is detectable on abutting property will be allowed to be operated before 10 AM on Saturdays or Sundays or on the national holidays listed or on Saturdays between July 4 and Labor Day, inclusive.

SECTION 16 INSPECTION PROCEDURES

Building permit and one (1) copy of ALL APPROVED PLANS MUST be available at the job site at all times during construction. The following items are subject to inspection:

1. Trees Tagged for Removal, then after removal.
2. Erosion controls in place
3. Footings and piers for setbacks
4. Foundation, backfill, perimeter drains - foundation parged and tarred; perimeter drain installed with gravel and hay; tail drain shown (may be done on one or two inspections)
5. Roofed
6. Framed
7. Electrical inspection by Certified Electrical Inspector requires: rough inspection, service inspection and final inspection
8. Driveway (swale or culvert)
9. Ground stabilization
10. Land Disturbance Plan
11. Final Inspection (landscaping)

A Certificate of Occupancy will be issued for new homes, alterations or addition of living space when all inspections are passed and we have copies of the final plot plan, final electrical certificate and a Township certificate of occupancy All inspections require a minimum of 24 hrs advance notice. For an inspection call Managing Agent:

- No inspection on Saturday or Sunday.
- Not all inspections may be required for all projects, including decks and sheds.
- No inspection shall be made if an approved plan is not on the job site.
- Soil erosion controls must be maintained throughout the entire project.
- Dumpsters must be on the job site.
- Portable toilets must be on job sites until indoor plumbing is available.
- Stop Work Orders will be posted for any violations.

SECTION 17 APPEALS

1. Any member disagreeing with a decision of the EC as it relates to his/her application, may appeal such decision first to the EC within thirty (30) days of the date of the decision.
2. A request for an Appeal Hearing shall be made in writing to the EC and the Dispute Resolution Committee (DRC), stating the reasons for disagreement.
3. Upon receipt of the written request for an appeal within the proper time period, the DRC shall schedule a hearing within thirty (30) days from the date of receipt of the request.
4. The member requesting the appeal shall be notified of the date, time and place of the hearing. He/She may have presented any additional materials, documentation, testimonials or witnesses.
5. The DRC shall communicate final decision to the member within ten (10) days of the closing of said hearing.

SECTION 18 COMPLIANCE AND VIOLATIONS

The Traces of Lattimore Covenants and Restrictions and By-Laws give TOLCA the authority to administer and enforce its Covenants. The power to grant variances to the rules and regulations involving Architectural and Construction guidelines rests solely with the Board of Directors. The EC assists the Board of Directors in enforcing these guidelines and also assists in the permit process.

Administering the Architectural and Construction Guidelines successfully requires striking a fine balance between and amongst TOLCA members. This requires Association members (you!) to play an active part in the system as well. In return for compliance with the system, each member has the right to expect every other property owner to abide by TOLCA covenants, guidelines and decisions.