

MFCA Construction Standards

Introduction

Matthaei Farm offers its Co-Owners a beautiful, natural setting in which to build their custom-designed homes. The design of the overall community is the result of a dedicated team effort on the part of the developer, land planners, architects and the Association. A country estate character has been created, which is enhanced by the natural surroundings. Proper approvals of the site plans, architectural plans and construction drawings are necessary before proceeding to the construction phase. Please also refer to MFCA Development Standards and MFCA Landscape Standards.

During the construction phase, periodic monitoring will occur to assure MFCA that these standards are being followed.

Construction Standards

Matthaei Farm was developed to preserve its natural beauty and peaceful ambiance. The following standards apply to all construction:

1. **Construction Security Deposit.** Before work can begin on a site, Construction Security Deposits are required. Both the co-owner and the Contractor must maintain \$1,000 Construction Security Deposits (a total of \$2,000) with The Management Company to be used by the MFCA as Security for Co-Owners and Contractors compliance with the various Matthaei Farm Standards. These include, but are not limited to, Development Standards, Construction Standards, and Landscaping Standards: i.e. unauthorized tree removal, signage, trash clean up, burning, working hours, road damage etc. The Construction Security Deposit along with the completed MFCA Form S-23 is required from the Contractor and the Co-Owner prior to the onset of construction. Co-Owner and Contractor are each required to complete and sign a "Matthaei Farm Construction Security Deposit" form and mail, along with a check for \$2,000 (\$1,000 each), to:

Matthaei Farm Condominium Association
C/O Kramer Triad Management
3131 Professional Drive
Ann Arbor MI 48104

Label the check "Construction Security Deposit" with the site number and address.

The MFCA Board of Directors will determine, in its sole discretion, charges against these Construction Security Deposits. At such time as these charges reduce the Construction Security Deposit below the required \$2,000 total, the Co-Owner or Contractor must immediately replenish the deposit so that there is always \$1,000 from each on deposit with MFCA. Refunds of the Construction Security Deposit will be made, upon written request by the Co-Owner and Contractor on MFCA Form S-24, after the Board has verified the proper completion of the project.

The Co-Owner is ultimately responsible for any costs associated with this section, should the Contractor refuse to comply.

2. **Required Documents.** At a minimum, the following documents are required to be submitted to MFCA prior to groundbreaking:

- List of names of the general contractor and the major subcontractors
- Proposed construction schedule
- Construction Contract (MFCA Construction Standards requirements Nos. 1 through 16 are to be included in the Construction Contract).
- Preliminary Landscape Plan
- Proposed Site Plan, Architectural Plans, Construction Drawings
- MFCA Forms A-1 through A-9 as appropriate along with related plans/documents
- MFCA Form S-23
- Copies of all required county and township requirements and permits

All of these must be presented to, and accepted by the MFCA Architectural Review Committee and/or the MFCA Board of Directors as appropriate prior to groundbreaking.

3. **Timing.** To avoid any disappointing delays, please understand that the process of reviewing construction and landscape projects is time consuming and cannot be rushed. Please present for approval all projects and required documents well in advance of the projected start date. The review process may take anywhere from one month to three months depending on the nature and size of the project. The Board may elect to have the project reviewed by an outside specialist. In addition, the Board may elect to have the construction project monitored throughout the construction process by an outside specialist. In either case the Co-Owner will pay the cost for such review and/or monitoring.

Please refer to the section titled Development, Construction and Landscaping Timelines for further information concerning the timing of the various processes and the order in which these processes must occur.

4. **Site Plan Approval.** MFCA site plan approval requires the receipt by the Board of Directors of a copy of your health permit from Washtenaw County Health Department and the Board's approval of the following as staked by a registered civil engineering firm (preferably Atwell Hicks):

- the outline of the house
- the location of the well
- the location of the septic field
- the location of the driveway

This procedure allows the Architectural Review Committee and the MFCA Board of Directors to see firsthand what changes will be made to the site, what trees will be removed, how the views will relate to adjoining sites, etc. Please plan sufficient time to allow for the completion of this phase. Normal procedure would be to submit all required documents and information to the Architectural Committee using MFCA Forms A-1 through A-5 as appropriate. That committee

will review the proposal and make recommendations to the Board of Directors for their approval or disapproval.

5. **Site Clearing.** Work can commence on a site (clearing, grading, or construction) when the construction drawings (drawn by a registered architect and including specifications of exterior materials), the site plan (drawn by an engineer showing the location of the house, septic field, well, and driveway on a 1" = 40' scale), and the preliminary landscape plan have been approved in writing by the MFCA Board of Directors. Please review the Development Standards, the Construction Standards, and the Landscape Standards prior to submitting plans. You may obtain the required forms from the MFCA Website or from the Architectural Review Committee. You must have MFCA forms approved and signed PRIOR TO ANY ACTIVITY ON YOUR SITE.

Clearing of the building site needs advance approval by the Board of Directors for:

- Removal of any trees (all trees to be removed must be tagged prior to requesting approval to begin removal). Removal of trees without approval will result in the forfeiture of the construction security deposit as well as a requirement to replace any trees removed without approval.
- Grading for the drive and construction areas.

Please leave the natural vegetation surrounding the building site as long as possible during construction to minimize erosion, even if it will eventually be replaced with final landscaping. Erosion is to be contained with erosion fences to keep adjoining natural areas intact.

We require that you clearly mark and protect the trees that are to be saved. For those trees that are removed, the tree trunks and sizable branches can be cut up and used for firewood (stacked out of view from roads). We also require that all branches, shrubs, and other growth removed from the site be either disposed of away from Matthaei Farm or shredded/chipped for use as ground cover by the site owner. However, the following caution must be carefully considered prior to deciding to retain wood from removed trees in any form.

Caution: Trees infected with beetles or borers should be cut down and removed from the property. Insects will move from infected firewood, wood chips, and standing dead trees to harm healthy trees. Trees that should be taken off Matthaei property include elms with Dutch Elm Disease, oaks with Oak Wilt, and ash trees with Emerald Ash Borer. Failure to remove these trees will result in further spread of these diseases in our community.

Due to the wooded, natural setting of Matthaei Farm, burning is prohibited. Please refer to #13 for the only exception to this rule.

All clearing work must be confined to the site.

6. **Working Hours.** To keep the peace and quiet at Matthaei Farm, working hours are Monday through Friday, 8am to 5pm. In consideration of residents, please keep radios and language at

low volume, and NEVER WORK ON SUNDAYS AND HOLIDAYS. This applies to new home construction as well as additions, re-landscaping, re-building and other work on existing homes.

For new home construction only, contractors may apply to the MFCA Board of Directors for a partial waiver of this policy, which would permit construction work on Saturdays between 9am and 5pm. The Board may place limits on this waiver and it may not grant approval under certain conditions in certain areas.

7. **Construction Traffic and Parking.** All construction work and related traffic are to be confined to the construction site and roads to the construction site. Parking within 20 feet on either side of a mailbox is prohibited. Non-paved construction drives must be built in such a way that mud and debris will not flow onto paved roads and drives. If at any time mud and/or construction debris does flow onto paved roads and drives, it must be cleaned up by the end of the workday. Parking must be maintained, whenever possible, on the construction site rather than on the roadways and drives. However, caution must be exercised so as not to park on the area of the septic tanks and drain field.
8. **Wells.** Well drillers use rigs, which require sizable amounts of room for access to the well site. Therefore, it is best to first clear the drive and construction site before drilling the well. Further, the well drilling operation pumps up large amounts of water and sandy/clay soils. Please make certain that the water has a place to go and that the sandy/clay mud is closely contained around the well by an erosion barrier for easy removal.
9. **Erosion.** The slopes around the perimeter of the construction site are to be bounded by an erosion/debris fence or barrier so that adjacent areas remain natural and unaffected. Keep the erosion/debris barrier as close as practical to the actual construction.
10. **Damage During Construction.** Provisions must be made in the construction contract that the contractor will repair, or pay MFCA for the repairing of any and all damage done by contractors, including but not limited to, road and shoulder damage, mail box damage, landscaping damage, damage to existing trees, damage to cars, etc. Co-Owner is ultimately responsible for any costs associated with this section, should the Contractor refuse to comply. (See the requirement for a Construction Security Deposit.)
11. **Concrete Truck Cleanouts.** Concrete truck cleanouts must be kept on your site and disposed of by your contractor.
12. **Portable Toilet Facility.** The general contractor is to provide a portable toilet type facility for use by workmen as soon as work crews are onsite. Please locate this facility discretely onsite.
13. **Construction Debris.** Construction debris and litter by construction workers are to be confined to the construction site and picked up daily. The contractor will provide receptacles for this use. We require that the Co-Owner either dispose of all branches, shrubs, and other growth removed from the site away from Matthaei Farm or shredded/chipped for use as ground cover. Please refer to cautions in the Landscape Standards regarding the use of certain types of wood chips.

Due to the wooded, natural setting of Matthaei Farm and the environmental concerns of its residents, BURNING IS PROHIBITED, EXCEPT WHEN COLD TEMPERATURES WARRANT AND THEN ONLY IN METAL CONTAINERS NO LARGER THAN 55 GALLON DRUMS. PLAIN PAPER AND NEWSPAPER, NOT CEMENT BAGS OR OTHER PRINTED OR PLASTIC MATERIALS MAY BE USED IN THE FIRE STARTING PROCESS. ONLY UNTREATED AND UNPAINTED WOOD CAN BE USED TO MAINTAIN THE FIRE. VIOLATORS OF THIS FIRE POLICY WILL BE FINED \$100.00 FOR EACH VIOLATION REPORTED IN WRITING TO MFCA WITH SUCH FINE TO BE TAKEN OUT OF THE CONSTRUCTION SECURITY DEPOSIT AND PAID TO THE MATTHAEI FARM CONDOMINIUM ASSOCIATION.

14. **Driveway Culverts.** Culverts are to be installed in the ditch beneath the driveway to the following specifications:

- Culvert length 20', or 8' longer than the width of the driveway, whichever is greater. For example, a 16' driveway would have an additional 4' area on each side sloped to the ends of a 24' long culvert.
- Material and gauge. All culverts are steel: 16-gauge with a minimum of 12" coverage over the culvert, or 14-gauge with a minimum of 6" coverage over the culvert.
- Depth of installation. The area under the assembled culvert and end sections must be cleared of growth and debris and pre-excavated so that the culvert lies parallel with the pitch of the ditch with the uphill end section 0" to 2" below the ditch bottom and the downhill end section of the culvert 0" to 2" above the bottom of the ditch.

15. **Signage.** Architects and contractors often want to identify their work with signage. At Matthaei Farm, all signage conforms to approved specifications: (See Signage Specification Section of this Manual for proper signage format for Construction Sites at Matthaei Farm"). Non-Conforming signage will be removed without notice by MFCA, and the Contractor or owner of the sign, or the MFCA Co-Owner will be fined.

16. **Building Envelope.** Strict adherence to previously approved building area envelope, driveway placement and septic field locations will be mandatory.

Quality

The Co-Owners frequent presence onsite, and personal interest in the day-to-day progress, the quality of work, and the cleanliness of the construction site as well as the surrounding areas will help you get the results you expect while protecting your neighbors and everyone's property values in Matthaei Farm. Although MFCA and The Management Company will check from time to time, the Co-Owner is responsible for overseeing the site and home.

Theft and Vandalism

Unfortunately, construction material and equipment are at risk for theft and vandalism. MFCA is not responsible for theft, vandalism or damage to any materials or equipment. Make provision to secure the equipment and materials left onsite, and obtain the insurance coverage necessary to cover any losses.

Thank you for your attention and adherence to these guidelines. Best wishes for an enjoyable, exciting development of your lovely home site at Matthaei Farm.