

# WOODRUN BUILDING CODE AND PROCEDURES

Revised, April 2019

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## **SECTION 1 – INTRODUCTION**

- A. Woodrun Building Code Procedures have been developed to implement the provisions of the Restrictive Covenants of Woodrun Subdivision as revised February 11, 2011 and duly recorded in the Registrar's office in Bolivar, Tn. The procedures contained herein are legally binding on all parties and must be strictly adhered to.
- B. Current applicable building code requirements have been incorporated in this document.
- C. Questions relative to this document should be addressed to the Chairman of the Engineering Committee of Woodrun P.O.A. at the Woodrun Office in writing, and copies to be maintained at the P.O.A. office.

## Section 2 – Responsibilities

- A. The board of directors is responsible for implementation and enforcement of the requirements set forth in this document.
- B. The Chairman of the Engineering Committee is charged with reviewing submissions for compliance, and is designated as the recipient of all requests and documents in these matters. Actions of the Committee must be fully documented. The proper place for the documentation to be filed is in the Woodrun P.O.A. Office as soon as possible. Documentation will be filed in a lot number case file for future reference. Electronic documentation will also be included with the case file.
- C. All property owners shall abide by all established requirements contained herein. Primary responsibility for following the Woodrun P.O.A. covenants and building codes are for the property owner. Failure of a contractor or subcontractor to follow these covenants and codes will be the responsibility of the property owner to correct. If the property owner cannot control contractors / subcontractors or the workers of such, then the contractor may be asked to leave Woodrun by the Engineering Committee, Woodrun board president, or Woodrun Security, and can be denied entrance afterwards as needed.
- D. The Office of Clerk of Woodrun P.O.A. will ensure that all records of original documentation and files of the Engineering Committee shall be filed in the WPOA office. Filed documents will be put into case files by lot numbers for future reference.
- E. Contractor or property owners will furnish sanitary facility (Port Potty et.) for employees on the building site. These sanitary facilities will be removed from the site on completion of the project. Primary responsibility for furnishing, maintaining, and removal falls on the property owner.

This is primarily for new home construction but may also apply to rejects lasting more than 1 week. The Engineering Committee will decide this issue as needed.

- F. Contractor and / or property owner shall remove all debris from building site. Loose debris shall be properly contained (as in a screened from public view) area, or in a large commercial dumpster and removed monthly. Note that no disposal facilities are available in Woodrun for the disposal of any building project debris. Dumpsters located near the entrance to Woodrun are for normal household trash only, and are not for construction debris.

## Section 3 – Procedures

### 1. General

**Failure to follow guidelines herein may result in the workers/contractors being denied access to the property, or as in the case where owners are doing their own work, a “STOP WORK” order may be issued by Woodrun P.O.A. or the Engineering Committee requiring all work on the project to cease until a resolution is accepted by Woodrun P.O.A. Any questions concerning these procedures shall be directed to the Engineering Committee Chairman for action. Information obtained from any other source may not be accurate.**

- A. Temporary Quarters: Camping trailers (only 1 allowed) may be used on the construction site during construction. Trailer shall not be set up earlier than 2 weeks before the beginning of construction, and must be removed or stored within 1 month following occupancy of the residence. A self-contained sewage unit must be used, or the temporary trailer can be connected to the main septic tank system installed for the residence, or the clubhouse facilities maybe used.
- B. Storage Trailer: For security of the building materials, s storage trailer may be permitted but only during the construction. It must be removed at the completion of construction.
- C. Time Limits: Substantial progress must be made on all approved projects toward a completion. Lack of substantial progress over a 3 month period may be cause for a cancellation of the permit. Approved building permits have a time limit of 1 year. Extension requests may be submitted for approval by the Engineering Committee. Exterior of the house must be completed within 6 months from the start of construction. The Permit application shall state the planned start and completion dates of all projects.
- D. Water Service: A onetime tap fee is required from the Chairman of the Water Committee. It is the property owner’s responsibility to contract for installation beyond the cutoff valve. We suggest that you use our contractor since he will be on site and will probably do the job at less cost. The owner will be responsible for placing a flag (staked in the ground) where the water entrance is to be installed, but no farther than 10 feet from the side lot lines.
- E. Tree Removal: The removal of trees which constitute a hazard, or interfere with the building or septic system placement may be approved.
- F. Auxiliary Buildings: Only 1 auxiliary building may be erected per lot in addition to the house. Construction must conform to the building code and be approved by Engineering.

- G. Fires (Burning): No outside fires may be started prior to water availability, and must be under control at all times. The property owner is responsible for obtaining any “burn permits” from Hardeman County. If the fire department has to be called the property owner is liable. Special attention must be paid to possible “burn ban orders” in the Woodrun area at certain times of the year.
- H. Entrance Gate Use: Contractors transportation vehicles may be allowed to use the main / East entrance gate via temporary card issued by Woodrun. Delivery trucks shall use the West entrance gate. The V.P. of Operations will be informed of the contractor work days and hours. The West gate will be unlocked but must be opened and closed upon entering and leaving.
- I. Conduct of Workers: The owner shall be responsible the conduct of all workers. Woodrun privileges do not extend to workers unless accompanied by the owner.
- J. Additional Rules: Additional controls may be necessary depending on circumstances. If you have any questions, contact the Engineering Committee.

## 2. Outline of Procedures

### A. New Home Construction

1. Submit the following prior to any site preparation, cutting of trees, dirt work, placing water lines, culverts, etc.
  - a. Complete written specification covering details of the foundation, roof, exterior walls, insulation, doors, and windows, etc.
  - b. Scaled dimensional floor plans, and other detailed building plans for all levels showing location of exterior doors and windows. See Section 5 (Drawing Standards).
  - c. Simple diagram showing proposed location of the building on the lot. Diagram is to also show the required setback lines and dimensioned setbacks from all property lines. Showing all driveways, culverts, extended patios, electric lines, etc.
  - d. Copy of approved Hardeman County septic system permit.
  - e. Proposed starting and completion dates of exterior.
  - f. Name and address of contractor.
  - g. Erosion control plan.
  - h. Exterior elevations (views of all sides of the planned structure), showing overhanging roof dimension of any planned overhangs (where the roof of the structure overhangs any exterior wall).
  - i. Any attached or detached decks, patios, or other building attachments or planned construction.
  - j. Application for water connection.
  - k. Copy of all building permits required by Hardeman County or any other governing authority.

**B. Additions:** The same procedure as set out in A (above) apply.

### C. Storage Shed Construction

1. Submit proposal with procedures as identified in (A) above guidelines for development are as follows:
  - a. Storage buildings are to be used for storage only. Use for camping, sleeping, etc. is not authorized.
  - b. Building must complement existing main structure and must be located within current building setback requirements.  
**NOTE:** Building lot owners should consider relocation / removal of storage shed upon building living quarters.
  - c. Foundation must be acceptable for ground contact surfaces (concrete block, concrete, treated wood, composite woods, etc. should be used).

- d. Overall size of storage buildings for camping lots must not exceed 288 square feet. Interior side wall height cannot exceed 8 ft., and the building is limited to one story.
- e. Wood frame construction is preferred; however, factory-made metal type buildings are acceptable.
- f. Roofing must be other than roll asphalt type.
- g. Bright metal buildings must be painted to compliment the home or property. Submit color scheme plans or samples for approval with the Building Permit Application.
- h. All buildings are to be maintained in excellent repair.
- i. A garage or storage building may be erected on a building lot prior to building a dwelling for storage only concurrent with the approval of a building permit

**D. Piers**

1. Submit proposals including the requirements as identified in A (above)
  - a. They cannot extend over 15 feet into the lake at the farthest point from the normal lake level and may not exceed 20 feet in length.
  - b. Design must consider fluctuating water levels and ice pressure during the winter.
  - c. Piers must be maintained in good repair at all times. Those declared non-functional by the Board of Directors must be repaired or removed. Non-compliance will result in the Board arranging removal and the property owner billed for the service.
  - d. All materials used in construction must be weather resistant.
  - e. No structure is allowed on the dock except a safety railing that cannot exceed 42 inches in height.
  - f. Covered piers are not allowed. Boat houses are prohibited.

**E. Shoreline retaining wall**

1. Submit proposals with requirements as identified in A (above)
  - a. A permit is required for any retaining walls before construction begins.
  - b. Lake front property retaining walls shall not extend into the lake beyond the property corners. Retaining walls must have ends either attached to adjoining owner's retaining walls, or returned back onto the shore line so as to prevent erosion from the ends.
  - c. Backfill and grassing of the disturbed areas must be completed at the time of installation.

**F. Patio Shelters (Camping lots only)**

1. Submit proposals as identified in A (above). Guidelines for development are as follows.

- a. Maximum covered floor space is 300 square feet.
  - b. Roof overhang cannot exceed 36 inches, however that portion of the roof which provides protection from the weather between the patio and the trailer may be extended but cannot exceed 42 inches in depth.
  - c. Roofing material must be fiberglass, asphalt shingles, commercially painted metal, other approved method and materials. Wood shingles are not allowed.
  - d. Floor material must be wood, concrete, composite decking, masonry (such as brick pavers), or other Woodrun P.O.A. approved materials as detailed. Samples may be needed with permit request, or requested of the owner prior to approval.
  - e. Solid walls (or walls covered) must not exceed 3 feet in height from floor.
  - f. Structure may be screened in provided plans for this are approved in advance.
  - g. Curtains commercially produced for weather protection and constructed so as to be raised, or lowered may be installed, but must be in the open position when the lot is unoccupied.
2. The decision to build or modify existing patio shelters could include implementation of additional protection afforded by F (below)

#### **G. Trailer Cover Specifications (Camping lots only)**

1. The Board of Directors was authorized at the general meeting February 16, 1992, to develop criteria for patio extension of the area over the trailer.
2. Trailer covers width will be designed to handle the trailer and the conditions that can occur when moving the trailer.
3. Minimum clearance being 1' on each side.
4. Maximum clearance being 5' on each side of the trailer as measured in the travel mode (with any slide outs not extended) and 5' on the front and rear.
5. Trailers must be located so as to be removable from the property without crossing another owner's property line after January 1, 2012. In simple terms this means long trailers (those exceeding 30ft. in length) should be situated so as to sit 90 degrees to the front property line and have their tongues facing the front property line.
6. The figure 2 example will be used as a guideline for trailer covers.

#### **H. Tree Cutting**

1. Only those trees that are in the building site and or driveway should be removed during construction. Trees that are dead or that are a threat to property (such as falling on buildings or power lines) may be removed.



Removal of any tree over 9" in diameter that isn't diseased or dead, requires approval of the Engineering Committee.

**I. Fencing**

All fencing must be designed so that it is in total compliance with the surroundings and will not block the natural views (another person's view might be blocked). Fencing may be used to fence the rear of the property behind the dwelling. The fence must be set to the inside of the property line and 15' from the normal water line on the lakeside. Wood may be used for privacy fences around patios, swimming pools and hot tubs.

Wood fences will not exceed 6' in height

Split rail fences can be used in front of dwelling to decorate or define property lines.

Split rail fences are limited in height to a maximum of 40 inches.

Fences other than wood is limited to a maximum of 60 inches.

**J. Gazebo** (A small ornate pavilion)

A Gazebo size ranging up to 12' x 18' or 216 sq. ft. meeting the specifications of a Gazebo may be placed no closer than 20' of the normal waterline on the lakeside. Plans must be submitted for approval along with a Building Permit Application.

**K. Swings**

Swing frames (a frame built to hold a swing) and arbors may be installed upon approval of a Building Permit Application

**L. Boathouses**

Are not permitted on the lake.

## SECTION 4 – DRAWING STANDARDS

Drawings are very important to show intent of the project and many details important for the review of the building permit. Improper drawings may be reason for rejection of the Building Permit Request. Resubmittal of drawings may be required if sufficient detail is lacking.

1. Paper: Drawings submitted must be on a minimum 8.5x11" blank white page.
2. Submitted drawings must show the following information on each page.
  - a. Title Block showing Project Title (such as new home, Camper Canopy. Storage building, etc.) Title Block shall also show lot number, Owner's name, Date of drawing, and scale of drawing. Title Block shall also show name of person doing drawing. Title Block shall also show Woodrun Lakes SD, Hardeman Cty, Tn.
3. Any detail or drawing shown on the sheet must be titled to show what is shown (IE: Floor Plan, Front Elevation. Wall Section, etc.)
4. Any drawing showing a plan view must have an accurate North arrow drawn.
5. All pages of drawings must be numbered such as Pg 1 of 5, 2 of 5, (etc). This allows Reviewers to know if all pages are in place.
6. All drawings must show the scale on each detail. Unscaled drawings must be labeled NTS or not to scale
7. Drawings showing a plan view may need to have the sq. footage of the area shown in Numbers. (Refer to Protective Covenants)
8. Dimensions shown to property lines are to be from the nearest building component (such as the overhang)
9. Roof pitches are to be shown in slope per 11 ft of horizontal run such as 4/12 (4 ft rise in 12 ft horizontal)
10. Dotted or dashed lines are to sued for setback lines
11. Utilities below the ground can be shown such as:
  - w-----w-----w below ground water line
  - g-----g-----g--- below ground gas line
  - e-----e-----e-- below ground electric.

## Section 5 – Definitions

**Framed** – A building is considered as “framed” when the basic structure is in place. This does not include roof decking. It also does not have to have windows or doors in place. It does have to be dried in to be considered “framed”.

**Gazebo** A small ornate pavilion. A small one-story structure for the purpose of sitting/visiting. This may be screened or unscreened. No plumbing is allowed in his structure.

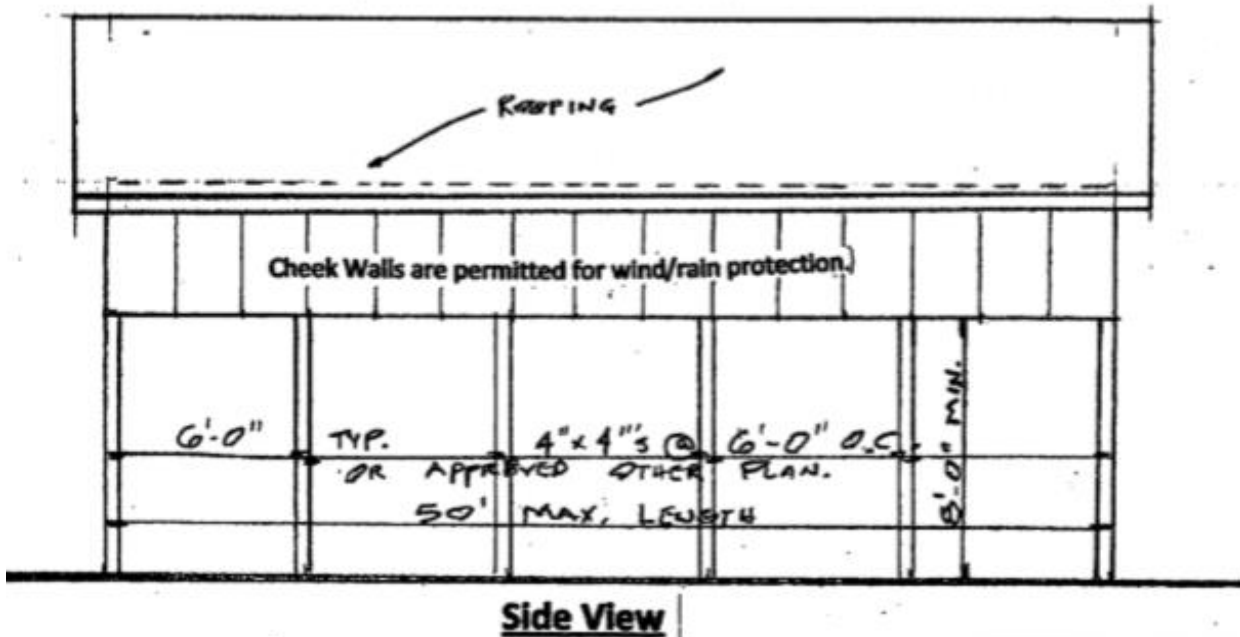
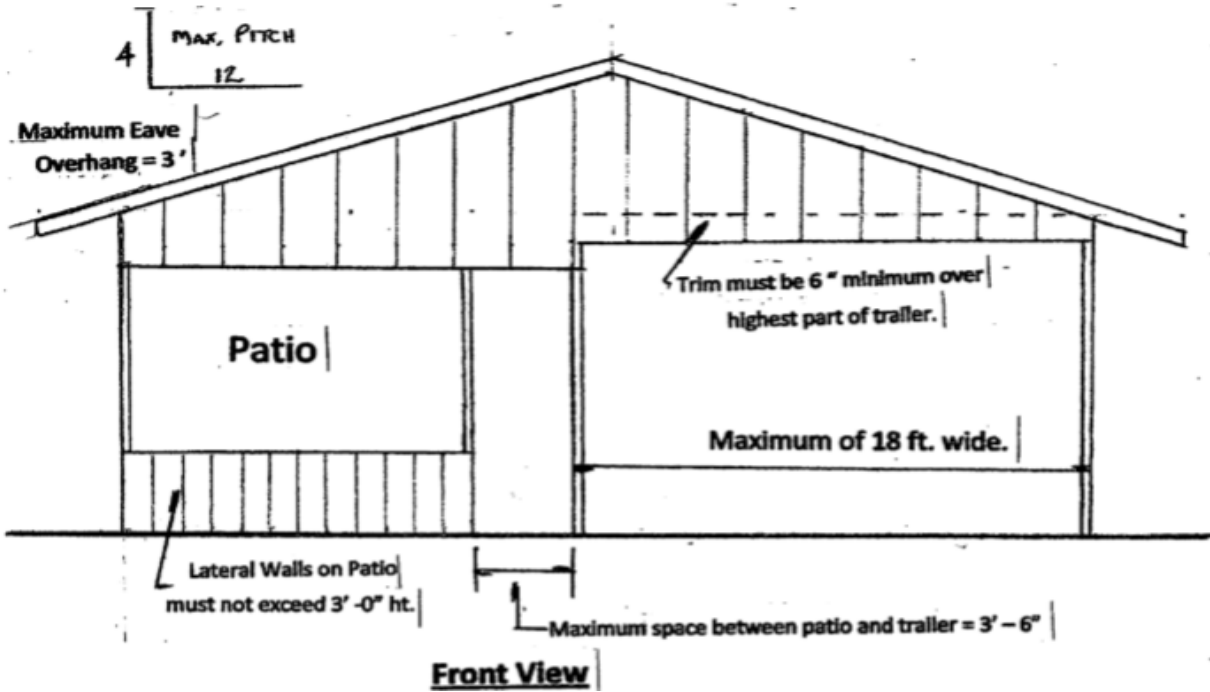
**Lake Level (Normal)** Normal lake level is when the lake is at the top level of the overflow pipe located near the middle of the dam.

**Submissions** Building plans, specifications, sketches, plot plans, color samples, other documentation needed to support the building permit application or requested by the Engineering Committee, etc. as an aid for reviewing the permit application and / or compliance with Woodrun covenants and building codes.

**Tidy manner** Grass no taller than 15 inches high. Building maintained in good repair. No abandoned or inoperative vehicles including off road vehicles, appliances, boats or uncovered building materials after completion of project. This applies to items on the Members’ property and on the roadways and right of ways.

Figure 2

Trailer Cover Specifications



The below specifications will govern trailer covers. Existing specifications govern patio construction.

The trailer cover must be supported by 4" x 4" treated timbers on 6' or less centers, or other approved structural supports.

No lateral walls of any kind may be constructed on the trailer cover. Cheek walls on sides may be constructed from eaves down to no lower than 8' above the grade level for wind and rain protection.

Commercially fabricated structures of steel, aluminum, Fiberglas or a combination thereof may be installed as camping trailer covers. Safety (flammability) and appearance will be factors considered by the Engineering Committee when issuing permits for such covers.

The trailer must be completely covered by the main roof support and cannot be over 5' longer on each end or 5' wider (on each side) than the trailer.

A 6" clearance must be maintained between the highest point of the trailer, air conditioner included.

The roof and gables must be Fiberglas, shingles, commercially produced baked enamel panels or aluminum.

The trailer must be movable at all times.

Detailed specifications must be submitted to the Engineering Committee for approval prior to beginning any construction. Failure to do so may result in the necessity to dismantle the structure.

# WOODRUN LAKES SUBDIVISION BUILDING PERMIT APPLICATION

Note: Upon approval this document will also serve as the Official Building Permit (Approved Copy to be posed at site).

Type	Approved		Owner: Print name:	Lot #:
	Yes	No		
<input type="checkbox"/> New Home <input type="checkbox"/> Home Addition/Change <input type="checkbox"/> Piers <input type="checkbox"/> Retainer Walls <input type="checkbox"/> Storage Shed/s <input type="checkbox"/> Other (Explanation needed)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Brief Description of project or attach detailed description and/or drawings as needed.     Planned Start Date:  Planned Completion Date:	

**Engineering Committee Comments:**

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**Reasons for rejection:**

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Engineering Chairman	Engineering Member or Another BOD Member:	Date:
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# STOP WORK ORDER

Pursuant to the "Protective Covenants of Woodrun Subdivision" which all Woodrun property owners agreed to and are obligated to abide by, we feel this construction or changes to your property are not in accordance with the rules and regulations. we hereby issue this STOP WORK ORDER as

of \_\_\_\_\_ a.m. or p.m. on this \_\_\_\_\_ day

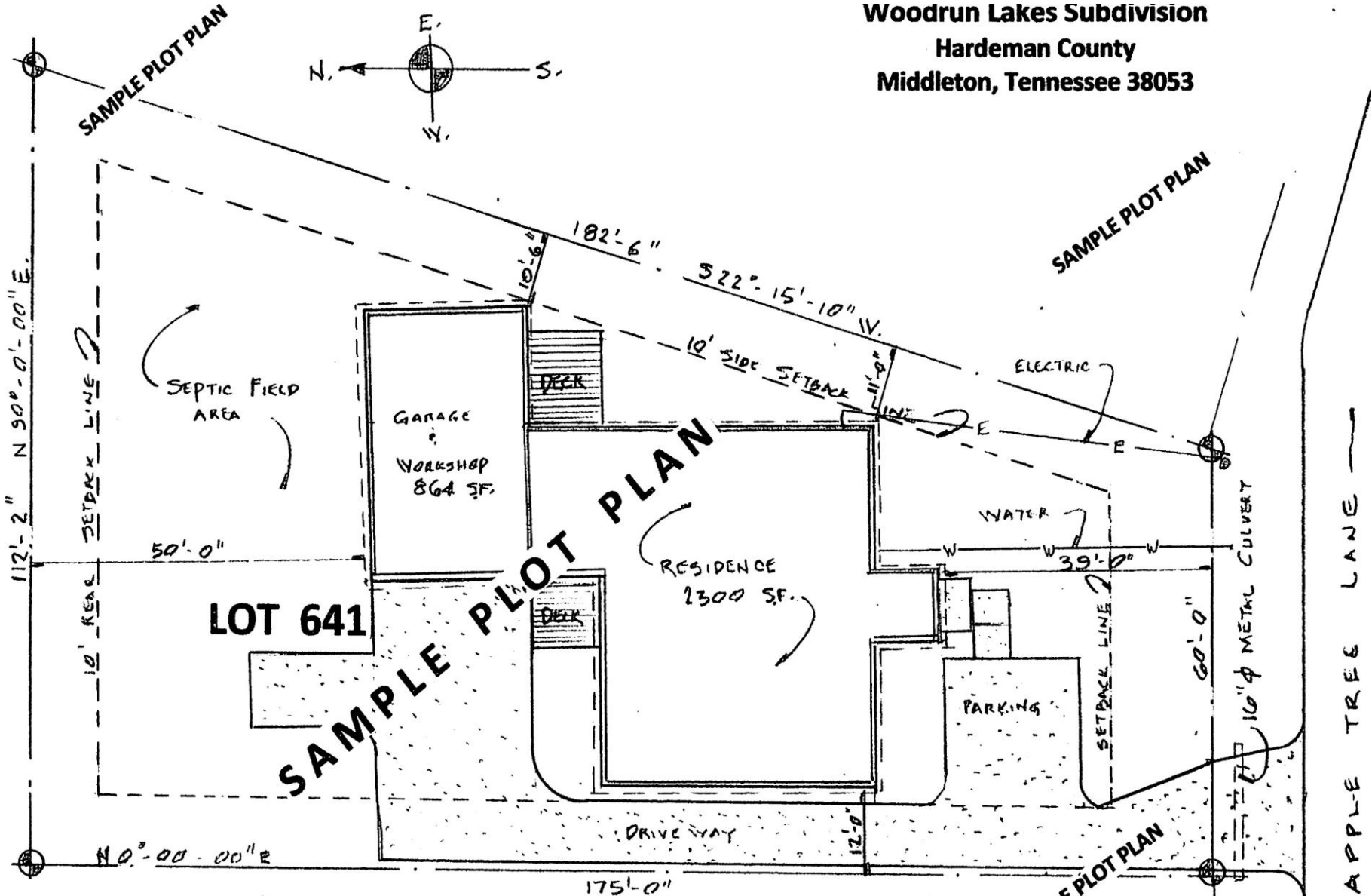
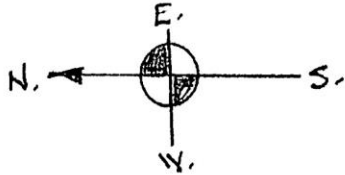
of \_\_\_\_\_, 20\_\_\_\_\_.

We ask you to please contact the Woodrun Office either by telephone or in person for further instructions, discussions, etc. as soon as possible but no later than 7 days from the date of this STOP WORK ORDER. Thank you for your cooperation.

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Signed:

Woodrun Lakes Subdivision  
Hardeman County  
Middleton, Tennessee 38053



**LOT 641**  
**SAMPLE PLOT PLAN**

**PLOT PLAN**

SCALE: 1" = 20'-0"

Lot Number 641  
Drawn By: G. Swinger  
Nov. 4, 2011

APPLE TREE LANE



**Attachment 1 to Building Permit Request (2 pages)**

**To be filled out completely by the owner requesting the permit.**

My Woodrun Lot Number or Numbers (regarding this construction) is/are:

\_\_\_\_\_

I know where all of my property comers for this lot/lots are located. \_\_\_\_\_ **initials**

I am aware that I am responsible for seeing that my construction complies with Woodrun Covenants and Building Codes, and for informing any contractors/workers of the rules and regulations to make my construction comply with those rules. \_\_\_\_\_ **initials**

Woodrun Protective Covenants stipulate that the setback requirement from any road right of way to the nearest building proejction (meaning roof overhang included) shall be no less than \_\_\_\_\_ feet. The road right of way is interpreted to coincide with lot property stakes on any road side(s) as recorded in the Registrar's office in Bolivar Tennessee.

My construction complies because it will be \_\_\_\_\_ feet \_\_\_\_\_ inches from my front property line.

Woodrun covenant require that the setback requirement (measurement) from my side property line (IOC with 2 or more road frontages have different requirements) to the nearest building projection (meaning roof overhang included) shall be no less than \_\_\_\_\_ feet \_\_\_\_\_ inches.

My property complies because it will be:

- A. \_\_\_\_\_ feet inches from the right side (as viewed from the front street) property line.
- B. \_\_\_\_\_ feet inches from the left side (as viewed from the front street) property line.
- C. Woodrun covenants require that the setback requirement (measurement) from my rear property line (lakefront lots have a different requirement) to the nearest building projection (meaning roof overhang included) shall be no less than feet \_\_\_\_\_ inches.

My construction complies because it will be \_\_\_\_\_ feet \_\_\_\_\_ inches from my rear property line.

If I change the location of my proposed construction after the permit application is approved, I am aware that I may be required to get a new permit approved, and at the very least must inform Woodrun Engineering of the change and seek written approval to relocate the construction on my property as it could involve a covenant and corrections (or removal) of the violating construction.

I am also aware that this document as well-as the "Building Permit Woodrun Subdivision" request (Form WR Form 50 dated 15 June 1994) must be approved prior to the start of any construction.

Name: print name clearly:

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Signature of Lot Owner(s):

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Date: (Today's date):

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# WOODRUN LAKES SUBDIVISION BUILDING PERMIT APPLICATION

Note: Upon approval this document will also serve as the Official Building Permit (Approved Copy to be posted at site).

Lot #:

Type \_\_\_\_\_ Owner: Print name: \_\_\_\_\_

	Approved Yes	No
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- |   |                          |                          |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> New Home                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Home Addn/Change           | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Piers                      | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Retainer Walls             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Storage Shed/s             | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Other (Explanation needed) | <input type="checkbox"/> | <input type="checkbox"/> |

Brief Description of project or attach detailed description and/or drawings as needed.

Planned Start Date:

Planned Completion Date:

Engineering Committee Comments:

Reasons for rejection:

Engineering Chairman

Engineering Member or Other BOD Member:

Date:

## Important Notes:

1. Camping trailers may be used on the site during construction. Self-contained sewage units, clubhouse facilities must be used, or the camper can be hooked up to the Installed septic tank system.
2. Outside (exterior of residence or other building) must be completed within six (6) months from start of construction,
3. Permit may be cancelled if Substantial progress is not made on completion of construction. Permit Is for one (1) year, but becomes void If project sits idle for three (3) months with no progress toward completion. New permit is then required.
4. The contractor or owner must remove all debris weekly or regularly (if stored out of sight). Ultimate responsibility Is to the owner. There Is no place in Woodrun for disposal of this type of debris. Do not use the dumpsters near the Clubhouse. Violators will be billed; Waste Management of TN has trash bins available for rent. .
5. A one-time Water Service tap-on fee Is required, and may be obtained from the Woodrun office or Chairman of the Water Committee. It Is the property owner's responsibility to contract for installation beyond the cutoff valve. We suggest that you use our contractor since he will be on site and will probably do the Job for less cost. A flag must be staked (owners' responsibility) where the water entrance Is to be Installed. This may be no closer than 10 ft. from the side lot lines.
6. Only trees that are dead or constitute a hazard or interfere with the location of the house, septic system, or out-building may be cut/removed.
7. Construction must conform to the building code and be approved by the Engineering Committee.
8. No outside fires may be started prior to water availability and fires must be under control at all times. The property owner is responsible for this requirement as well as obtaining any necessary "BURN PERMITS" from Hardeman County authorities. If we have to call the fire department, **YOU ARE LIABLE.**
9. Contractor trucks and delivery trucks MUST use the West gate, The VP of Operations will be informed of the contractor's workdays and hours. The gate will be unlocked but must be closed upon entering and leaving.
10. The owner and contractor will be responsible for the conduct of all workers. Woodrun privileges do not extend to contractors unless accompanied by the owner.
11. The above rules apply, however additional controls may be necessary depending on the circumstances. If you have any questions, please contact the Engineering Committee before doing anything.
12. We appreciate your following the rules. It makes everyone's job a lot easier.