

**Builders Guideline Manual  
For  
Oaks on the Bluff Estates**

This is the Builders Guideline Manual provided for in Article 8 of the Act of Restrictions for Oaks on the Bluff Estates (the “Restrictions”). It summarizes many (but not all) of the requirements for construction in Oaks on the Bluff Estates (the “Subdivision”). This Manual supersedes the Restrictions and the Manual should be read along with the Restrictions to determine the requirements for the building in the Subdivision. This manual may be revised from time to time and any Lot Owner, builder or designer should check with the Committee by email to mwaia2@gmail.com to see if they have the latest revision.

**Architectural Mission**

The committee’s vision and desires are intended to encourage design creativity within a time tested framework that ensures individual yet compatible design character throughout the entire development. While each home design will be reviewed based upon the criteria contained within the design guidelines and subject to the approval of the committee it is important to acknowledge that each submittal will also be reviewed based upon how well it relates to and supports the overall goal of creating a compatible street scape and how well the proposed home fits within the overall neighborhood. It is through understanding and then implementing the desired “appropriate” character that the quality and value of the overall neighborhood. It is through understanding and then implementing the desired “appropriate” character that the quality and value of the overall neighborhood along with the financial investment of each individual homeowner may be maximized. The committee will seek to encourage the creation of aesthetically harmonious relationships among the homes within the development and between the particular lot and home. The committee will encourage the development of designs of outstanding architectural statements and the repetition of home designs will be extremely limited. The committee will encourage homeowners to select plans which have not been previously used in the development and no similar house exterior designs within the line of vision, be it across the street or across the lake, will be allowed. No contemporary or Victorian styles will be allowed. Below is a list of suggested styles which in the opinion of the committee will enhance the aesthetic properties of the development and eventually, through time, the value of the individual’s properties. These styles represent what the committee feels would be most appropriate for the development but should not be viewed as being an inclusive list such that it would exclude styles not consistent with the suggestions. In keeping with our desire to encourage creativity we suggest all designs that the buyer feels would enhance the look of the overall property to be submitted for review even if it does not exactly correspond with the suggested styles below. It is our purpose to create a dynamic, unique, and aesthetically pleasing neighborhood where each home contributes to the overall development. The committee will approve or deny any such design with the value and appeal of the entire development in mind. It is important to note that unless a submittal is approved in writing by the committee there is no approval.

## **Suggested architectural styles for Oaks on the Bluff Estates**

The following is a list of suggested architectural styles for proposed homes in Oaks on the Bluff. This list is not intended to be exclusive of other styles but rather presents the buyer with an idea of what, in the opinion of the committee, is an appropriate architectural style for the development. It is our desire to encourage outstanding architectural designs for the development and as such will consider any plans based on individual merit, how well it relates to the individual lot, how well it relates to the street scape, and how well it relates to the entire development whether it is similar to or included in the following suggested styles. It is important to understand that all such approvals will be made at the sole discretion of the committee based on the criteria above and that not every design that falls into the categories below will be approved nor will every design that falls outside of the suggestions below will be denied. The committee encourages designs that include varying roof heights, plate heights, large covered porches, and courtyards.

1. French Country
2. Provincial of Southern France and Northern Italy
3. French Chateau or French Estate Styles
4. French, Spanish, or Italian Mediterranean
5. Southern Mediterranean Styles

### **Submittal Process**

The submittal process is the same for individuals desiring to have their home custom built by a competent professional and for builders whose intent is to provide speculative housing. Once the appropriate deposit has been paid it is the responsibility of the buyer to select and submit plans and samples of materials to be used in the construction of the home to the committee for approval. The committee, at its sole discretion, reserves the right to assign the responsibility of reviewing such plans and samples to a competent and qualified third party professional. Approvals and denials will be based on how well the individual plan supports the overall mission of the development outlined in the section above noted as "Architectural Mission".

### **Summary of Requirements**

**Plan Submission** Any plans or other items required to be submitted to the Architectural Control Committee for Oaks on the Bluff Estates ("The Committee") or to Oaks on the Bluff Estates

Email your plan submittals or requests to [mwaia2@gmail.com](mailto:mwaia2@gmail.com)

#### **Preliminary Plans**

Two (2) copies of Preliminary Plans (1/8 scale) should be submitted to the Committee for review prior to work on Final Plans accompanied by the attached preliminary information submittal form. The purpose is to

obtain the Committee's prior approval of the general home design, architectural style and site requirements before final plans are drawn.

Also, the Committee will not approve a plan that is too similar (In the sole opinion of the Committee) to other homes previously approved in the same vicinity.

Must include Site Plan with location of improvements, driveway location, any proposed off-street parking, building setbacks and servitudes.

Must include Floorplan and at least a front elevation with as much detail as possible, eg. shutters, gas lamps, courtyard walls, wooden windows, stucco bands, dormers, lintels, etc.

The committee will attempt to comment on any submissions within 10 working days of submittal, however, due to fluctuations in schedules, submission may require a longer period of time to accept or reject any submittal. If 15 working days has passed without comment from the committee please contact [mwaia2@gmail.com](mailto:mwaia2@gmail.com) for an update and/or explanation of what point your submission is at in the approval process.

## **Final Plans**

Two (2) copies of Final Plans shall be submitted for approval prior to commencement of ANY construction. The Committee would prefer one copy to be in electronic format such as a (.pdf file). The Committee will maintain an electronic copy of the Final Plans to refer to for evaluating similar home designs.

Must be drawn to industry standards including ¼" scale for floor plans and elevations.

Must include a Plat Plan on a 1:20 scale showing locations of all improvements on Lot, drainage plan for Lot, building setbacks, servitudes, guest parking and driveway locations.

All exterior elevations must be shown. These shall include specific window, door, shutter, hardware, and exterior lighting details.

Interior floor plans, ceiling heights and floor finishes must be shown. Incomplete submissions will not be considered.

The Committee has thirty (30) days to review.

## **Color/Samples Submittals**

Color selections and samples of materials to be used on the exterior of the home must be submitted to the committee as well as plans as noted above. The following must be submitted simultaneously for approval prior to black in stage and must correspond with that which was previously approved prior to construction commencing.

1. Bricks—submit a sample of three to six bricks with manufacturer name and or common name. White or light gray colored bricks are prohibited. Stucco—submit a sample and give manufacturers name and color name or number
2. Shingles—submit a sample and manufacturers name and color. Three tab shingles will not be permitted. Asphalt shingles must be architecturally cut. Slate, tile and other roofing materials will be reviewed based on compatibility with design as set forth in the section above referenced “mission”.
3. Other exterior colors—Submit samples as well as manufacturer, name and number of each of the following. Indicate on submittal where each color/finish is to be used.
  - Trim (fascia, eaves, and soffits)
  - Siding – must be smooth single board such as smooth hardi plank or redwood lap siding with raised texture.
  - Doors
  - Windows
  - Garage Door
  - Other

## **Landscape design**

Landscape plans must be submitted no later than black in stage and will be subject to regulations set forth in addendum 8.11 titled “Landscaping”.

## **Fees**

Fees for review of the above referenced plans/materials shall be as follows:

1. Initial plan review fee--\$400.00
2. Landscape plan review fee--\$50.00
3. Materials/colors review fee --\$50.00
4. Construction damage deposit--\$1,000.00

Addendum #1:

All fees, initial plan review, landscape plan review and materials/color review fee shall be sent to Architect:

Attn: Day Waggenpack  
1525 Westchester Dr.  
Baton Rouge, LA 70810  
Email: [Oaksbluffaia@gmail.com](mailto:Oaksbluffaia@gmail.com)

The construction damage deposit is fully refundable provided the owner of the lot caused no damage to common areas or areas provided for the use of the entire community or paid out of pocket for such repairs in the event they did occur. The fees outlined above total \$500.00 and are under no circumstances refundable.

### **General Guidelines for Builders in Oaks on the Bluff Estates**

#### **General**

- **Timeline to build**—All home constructions must be completed within 1 year from the date of slab pour unless a variance has been approved in advance by the committee.
- **Approved Builders**—Any builder who desires to complete a project in Oaks on the Bluff Estates Subdivision must be fully licensed, bonded, and insured. Builders must further be approved at the sole discretion of the committee before commencing work in the development.
- **Building On Your Own** – Any homeowner contracting the construction of their home without a licensed contractor does so at his/her own risk. The homeowner will also need to submit to the “Committee” a list of Subcontractors they intend to use for the construction of their home.
- **Verbal Approvals**—There will be no verbal approvals of any kind for the development. All approvals must be in writing no matter what the nature of the approval.
- **DEQ Compliance**—Homebuilder or owner accepts all responsibility for Department of
- **Environmental Quality compliance** and all other Federal, State, and Local laws, ordinances, and regulations.
- **Repairs to Development Provided Infrastructure**—Repair of sidewalks, curbs, streets etc. due to damage by builder/owner must be to new condition with proper joints, etc. to match existing improvements. If repair is unsatisfactory to the HOA and or committee then such repairs must be removed and replaced at the sole cost of the lot owner/builder. Owners/builders who fail to do so will have the cost of such repairs deducted from their construction deposit and corrections completed by an assignee of the HOA or committee. Developer or HOA reserves the right to pursue all legal remedies to recoup out of pocket expenses plus reasonable attorney’s fees and reasonable overhead. It is the responsibility of the owner/builder to protect the property, streets and sidewalks of the HOA, development, neighbors, etc.

### **Minimum Size of Residence**

The minimum size of a residence is to be computed on the basis of the square footage area that is mechanically heated and cooled (the "living area"). These living area square footages exclude garages, 6 carports, breeze ways, open porches, terraces, patios, overhanging eaves and storeroom areas that are not mechanically heated and cooled. Refer to Subdivision Restrictions for "Oaks on the Bluff Estates" for Minimum Square Footage.

### **Setbacks**

Setbacks on the Lot shall be in accordance with the Final Plat. In general, a twenty-five foot (25') setback from the front property line is required, twenty (20') setback at the rear of the property, 10% of the lot width in 10' increments (ie 80-89' wide lots have 8'side setbacks) at the side which is measured to the drip line of the home; not the exterior wall setback requirements, however, covered and unenclosed porches may extend beyond the setbacks in accordance with the Code of Ordinances of the Parish of Ascension.

An addition to the building setback is also required within the perimeter of the buildable area on the Lot. In an effort to create the more intimate scale of the community, a separation between the garage and the front of the home is required. The setback distance between these shall be stepped a minimum of six feet (6'0"). When the garage is located in the front of the house, a separation distance between the garage and the front of the house should be a minimum of six feet (6'). Further, each Lot shall be subject to those servitudes as set forth on the Final Plat.

### **Two Story Homes**

Two story homes (and story and a half homes) will be scrutinized by the Committee from a privacy, overlook and massing standpoint.

### **Construction Deposit**

A \$1,000.00 Construction Deposit must be made to Oaks on the Bluff Estates, LLC at the time of submission of the Final Plans to the Committee for review. Builders must be fully Licensed and Insured in order to be considered for the Status of "Approved Builder". The committee reserves the right to Deny the privilege to build to anyone at is own discretion for any reason.

### **Jobsite**

No materials or grubbing debris shall be deposited on Common Areas. Protection of the sidewalk and repairs if necessary are the responsibility of the Lot Owner.

Mud from construction vehicles or lot wash out must be removed from street front of lot in a timely manner.

Materials are not permitted to accumulate on any Lot for a period exceeding 30 days after their first delivery. The ACC and HOA reserves the right to correct any such deficiency at the sole expense of the lot owner should accumulation occur.

Trash receptacles shall be provided by builder and all paper goods and lightweight materials that could potentially blow onto adjacent properties shall be deposited in such receptacles on a daily basis.

Any damage to adjacent lots or Common Property must be corrected or will be repaired by HOA and deducted from Construction Deposit. The ACC and HOA reserves the right to correct any such deficiency at the sole expense of the lot owner.

Grass and weeds shall be appropriately maintained by the builder and Lot Owner before, during and after construction.

### **Burning**

No burning of any kind will be allowed on construction sites. All construction debris must be located in an appropriate container and hauled off. Containers should not be over filled to a point that debris can be blown out and litter the subdivision.

### **Port-O-Lets**

Each jobsite shall provide a Port-O-Let which must sit on the Lot Property to the rear of the sidewalk.

Port-O-Lets shall be maintained on a regular basis and the door shall not face the street.

### **Speeding**

Construction vehicles shall not exceed 15 MPH in the subdivision.

### **Loud Music**

No loud radios or noise shall be allowed; no speakers mounted on vehicles or outside of house will be permitted.

### **Sunday Work**

Only non-noisy work (such as painting) will be allowed on Sunday unless prior written approval is obtained from the HOA or Architectural Control Committee.

**Utilities**

Only utilities provided on the lot where the work is taking place shall be used; no utility connections from adjacent lots or commons shall be permitted.

**Sidewalks**

Dirt should be put across sidewalk where heavy trucks will cross to help prevent cracking of sidewalk. It is the intent of the committee that soil removed during grubbing of lot be pulled forward for protection of such sidewalks.

All cracked or broken sidewalks shall be repaired prior to occupancy of improvements under construction regardless of responsibility. Repairs shall be made with a straight saw cut line and typical expansion joints shall be installed. Lots without sidewalks will be the responsibility of homeowner to install before the construction deposit will be returned and within 1 year after slab is poured.

**Erosion**

Prior to construction, silt fence (buried in trench), shall be installed between back of lot and lake (or park) or any drainage inlet.

A straw mat shall be spread and maintained from rear of street curb to five (5) feet behind sidewalk to prevent erosion. It is recommended that the grubbing of the lot be minimal so that the grass can act as a natural border to prevent erosion.

**Foundations**

Finished height of foundation to be minimum of 1 foot above the 100 year flood plain. Minimum form board must be 10 inches nominal but no more than 24 inches nominal.

A brick ledge is to be installed, if needed, so that no more than 12 inches of slab is exposed.

**Concrete Washout**

Washout by concrete trucks shall only be done on the property owner's lot of construction. If a concrete pump truck is used the owner of the lot is responsible for cleaning up any spillage that may occur.

**Spillage**

Cost of cleanup of any spillage may be deducted from Construction Deposit of responsible Lot Owner/contractor.

**Building Height**

Maximum height of 40 feet from finished grade to highest peak of roof.



**Ceiling Height**

Interior ceilings on the ground floor shall be not less than nine (9) feet.

**Eave Height**

The front elevation eave height must be at least 12' above the finished floor.

**Fascia & Soffits & Exterior Ceilings**

Must be constructed of wood or hardiboard; No vinyl or aluminum will be allowed. No vinyl or aluminum will be allowed as trim around the Garage Door as well. Exterior ceilings are defined as all ceilings on the exterior of the home (i.e. porch ceiling, stoop ceiling, etc.) Minimum of five (5) exterior soffit lights shall be used on the front side of the house facing the street.

**Roofs**

Large masses of roofs should be avoided and broken up into smaller sections of roof or with dormers or vents.

Minimum of 10:12 pitch where substantial portion of roof pitch is the same; when some roofs have pitches greater than 10:12, then some roof pitches less than 10:12 may be allowed by the Committee.

Lesser pitches may be allowed by Committee for second story roofs or for special roofs (such as shed roofs) or metal or tiled roofs.

Architecturally cut shingles of shades of dark grey or dark earth tones are the minimum requirement and must be approved by the committee.

**Ridge Vents**

Only shingle covered or English Tile covered ridge vents will be allowed unless architectural style calls for mission tile.

**Gutters**

Gutter colors must be submitted to Committee for approval prior to installation.

**Fireplace Chimneys**

Exposed portion must be brick or stucco. (No synthetic stucco, wood, hardi-plank or vinyl).

Chimney caps required; may be brick, slate, terra cotta, bronzed anodized aluminum or copper

## **Roof Vents**

Roof penetrations must be painted color of roof or must be anodized aluminum or copper and must be located in rear of home where possible, or at the least visible section of roof mass.

Under no circumstances shall any be located on the front elevation.

Plumbing or mechanical vents shall be connected within the attic to minimize number of roof penetrations.

## **Exterior Material**

Exterior materials must be stucco, brick, or siding as approved by the Committee.

Siding is allowed on the front elevation if it adds accent to the architectural style, but not for major walls. It is restricted to a total of 15% of veneer total on lake lots and 25% of total on all other lots.

No vinyl or aluminum material (as siding, fascia, soffit, exterior ceilings or otherwise) shall be allowed.

## **Brick**

All brick used must be approved by the committee. All grout must be gray unless otherwise approved by the committee.

## **Siding**

Siding must be wood or synthetic single board lap siding subject to the approval of the Committee.

Siding should be used to accent the architectural style rather than used for major walls; siding shall not be used on more than 15% of exterior walls on lake lots and 25% of exterior walls on all other lots, without prior written approval of the Committee.

## **Colors**

Exterior color samples, including siding, trim, brick, and roof material should be submitted simultaneously to the Committee with Final Plans.

Subdued colors are encouraged; no bright or "strong" colors will be accepted.

## **Skylights**

No skylights are allowed on any elevation of the home which faces a street.

Only flat skylights shall be allowed elsewhere and will be subject to approval by the ACC and HOA.

Must be shown on plans when submitted or (if after construction) on a drawing submitted to the Committee.

### **Solar Collectors**

None allowed unless prior approval of the Committee is obtained.

### **Windows**

Wood, wood clad (with vinyl or aluminum) or vinyl windows shall be required on any elevation facing a street and shall include brick mold. Any exterior window mullions must be on the outside of the glass. The frame coloring of all windows must be approved by the Committee and should be complimentary to the exterior of the home.

### **Shutters**

Only wood shutters will be allowed.

Shutter width should be proportionate to the window (1/2 of width if two shutters are used of full width if one shutter is used).

Shutters on elevations facing any street shall be functional, with all appropriate hardware. Any other method must be approved by the Committee.

Large picture windows should not have shutters.

Closed shuttered windows (or false windows) shall have shutters installed and the attendant hardware shall be included.

### **False Dormers**

Appropriate window treatments must be used to prevent the interior of the attic from being seen or framing must be painted black so as not to be seen from any street.

### **Window Coverings**

No foil, sheets, reflective materials or other inappropriate materials or bright colors shall be used on any windows for drapes, sunscreens, blinds, shades or other purpose on a temporary or permanent basis.

Interior window coverings shall be lined in a neutral color so as not to detract from the exterior of the home.

## **Window Screens**

If screens are proposed for windows, this should be submitted with plans, or if proposed later, details and location must be submitted to the Committee for prior approval.

## **Doors**

Solid core wood doors are required on the front elevation or any elevation facing a street or lake. Doors may have glass panels. Door selections for Front, street or lake elevations must be submitted to Committee prior to installation.

## **Car Storage**

Any car storage area on the front ½ of a lot must be fully enclosed and must have a closing garage door.

All homes shall have car storage for not less than 2, nor more than 4 cars.

Garages located in the front of the home shall load from the side and the primary opening shall not face any street (without Committee approval), except for corner lots which may face (open to) the street on the long side of the Lot and except for Lake Lots, which shall have garages on the front half of the lot. Garages located in the rear of the house may have a front loading garage door at the end of the driveway that faces the street.

Any side loading garage in the front of a home must have its primary opening facing the main part of the front of the house (where the main front door is located).

All lots must have an enclosed garage (not an open carport) with a closing garage door.

No garage doors with glass windows will be approved by the Committee. All required garage doors shall be equipped with fully operational automatic openers activated by remote control.

Garage doors may be constructed of wood or painted metal, and must be raised panel, otherwise they will need the approval of the Architectural Control Committee. The area of the wall above the Garage Door must be the same material as the wall itself.

Windows in garages that face any street must have appropriate window treatments to screen garage interior from the street and may be required to have operating shutters.

See driveway addendum for further information on driveways and garages.

**Parking Pads**

Those in front of home shall be screened from street with landscaping.

Parking pads are required for any vehicles regularly parked (outside of a garage) in the front half of a Lot. Parking on the street is discouraged.

**Driveways**

Must be constructed of concrete with a 5 foot brick apron from the street curb.

Shall only be on the side of the Lot designated in writing by the Committee.

Driveway aprons shall not be constructed nearer than one foot (1') from the side property line or four feet (4') from any utility boxes or street light poles and must not be constructed on top of storm drain inlet boxes.

All driveways must have at a minimum of a 3 foot flare.

Gazebos & Lanais, arbors, gazebos and pigeoneers should relate architecturally to the design of the home in both form and material. Details and location of such structures must be submitted for approval by the Committee prior to construction thereof.

**Storage Sheds**

Storage sheds must be attached to the house or garage and shall be constructed of the same materials as the residence; no prefab, freestanding structures shall be permitted. "Pods" used for moving into residence shall be limited to one month on property.

**Pools, Spas & Hot Tubs**

The design and location of pools, spas and hot tubs must be approved by the Committee and shall be harmonious with architecture and landscape design.

Pool fences shall conform to City/Parish requirements and the requirements for fencing in these Restrictions.

Pools and Jacuzzis must have a minimum setback of five feet (5') from the rear property line and five feet (5') from each of the Lot's sidelines. For Lake Lots pool and Jacuzzis must be located no closer than the allowable fence line.

**Drainage**

The Owner of each lot is responsible for providing "positive" storm water drainage in the direction indicated in the drainage plan for Oaks on the Bluff Subdivision on file with the Dept. of Public Works.

Any subsurface drainage plan must be approved by the Committee prior to installation.

A Lot Owner shall not impede or modify the natural drainage flow of any lot in any manner that will adversely affect other Lot Owners.

**Mailboxes**

Mailboxes are available through Integrity Mailboxes in Baton Rouge.

Mailboxes shall only be installed according to the routing plan set forth by the U.S. Postal Service.

**Fences**

All fences must be approved by Architectural Control Committee before construction commences.

**Landscaping**

All Landscaping must be approved by the Landscaping Committee before work commences. Landscaping plans or drawings should be submitted at the Black-In Stage of construction.

**Fill on Lot**

No fill shall be added to a lot so as to adversely affect the drainage on the adjacent lot or affect the privacy of neighboring lots.

**Homeowner Name:** \_\_\_\_\_

**Homeowner Signature:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_