

CAROLINA PLACE DESIGN GUIDELINES

Our Design Guidelines are written to provide builders and homeowners with a set of detailed standards for development. The Guidelines work to promote a harmonious community. They are to provide homeowners and builders with a set of options within an architectural genre from which they can choose to create a quality living environment. In addition, the Guidelines act as the "measuring stick" for the Architectural Control Committee (ACC) to determine which types of homes will add value and protect the character of the subdivision.

The Architectural Control Committee is the final component of the architectural review mechanism. The Carolina Place Architectural Control Committee has these responsibilities:

Evaluating each of the plans submitted by an owner for adherence to the design guidelines and compatibility of the design with the adjoining sites and common spaces;

Approving all new construction;

Monitoring the design and construction process in order to ensure conformance with the Covenants and Guidelines;

Enforcing the Design Guidelines through special assessment or self-help as described in the Covenants;

Interpreting the Covenants and Design Guidelines at the request of the Owners;

Approving all modifications to existing structures, including but not limited to walls, fences, exterior painting, material replacements, window tinting, renovations, additions, play structures and landscaping.

Any structure or improvement that is placed on any home site without ACC approval is considered to be in violations of these Guidelines and the Covenants. The ACC has the power to request that the non-conforming structure be brought into compliance at the owner's expense. Non-compliance with these Guidelines by the builder may result in losing future building privileges.

Approval by the ACC does not constitute a representation of warrant as to the quality, fitness, or suitability of the design or material specified in the plans. Owners should work with their architect and/or contractor to determine whether the design and materials are appropriate for the intended use. In additions, approval by the ACC does not assure approval by any governmental agencies that require permits for construction. Owners are responsible for obtaining or ensuring that their architect or contractors obtain all required permits before commencement of construction. The Association, The Board, any committee, or member of any of the foregoing shall not be held liable for any injury, damages or loss arising out of the manner or quality of approved construction on or modification to any home site. In all matters, the committees and their members shall be defended and indemnified by the Association as provided by the Declaration of Covenants.

A. Site Visit, Analysis and Site Plan

Each property owner should make a complete tour and orientation of the development, visit the site and conduct a visual survey of the setting, the immediate surroundings and the broader environment. If a design professional is involved, they should also be participants in this orientation process. It is imperative that all designers fully understand the particulars existing on each site and its context.

A site analysis is required for each lot. This must include parts of surrounding areas and take into account the potential impact of the building site from important vantage points, including neighboring lots. Elements of the site analysis are to be incorporated into the site plan, and should include the following:

A tree survey indicating the location of existing 10-inch caliper pine trees and 6-inch caliper hardwoods, at 4' above ground, indicating species.

The ACC may impose requirement for the replacement of any tree removed as a condition of site plan approval.

Identification and description of views and vistas.

A description of special or unusual features on or adjacent to the site, e.g. marshes, ponds, and tidal creeks.

To assist with the site analysis, a thorough survey of landform (topography) and vegetation is required before grading or clearing of the lot will be approved. The survey should provide sufficient detail to allow careful attention to all environmental issues, especially wetland preservation and adjacent lot drainage.

Site Plan: The site plan shows how the proposed home will be placed on the lot. A certified site plan bearing a licensed Surveyor's or Professional Engineer's seal shall be submitted with each application for construction and approved by the Board before commencing construction,

B. Architectural Requirements

Creative and sensitive architectural solutions are encouraged to complement each site; to express the design concept of individual property owners; and to contribute to the Subdivision as a whole.

Designs shall be compatible with the majority of existing homes in the subdivision and shall enhance the overall ambience of the Subdivision

The richness, simplicity and rationality of the southern coastal region should serve as the major source for the design of the Carolina Place residences.

No dwelling shall be erected on any Lot unless the construction of such dwelling is substantially performed on the Lot. No mobile home, manufactured home or modular home shall be erected.

All footprints and garages must be sited within the setbacks. Setback requirements vary throughout the community. The ACC reserves the right to waive and/or modify any setback line when unique circumstance (topography, natural obstructions, hardship, aesthetic or environmental issues) presents them during plan review.

A final factor to consider in the placement of the home is the existing vegetation. Great care must be taken to preserve as much of the natural tree canopy as possible, as this will add to the visual quality and value of the community.

The Architectural Control Committee must approve all accessory structures of significant size in impact on adjacent lots. This is to include all additional buildings and accessory structures: well covers, dog runs, dog houses, and bird houses, play structures, out buildings, gazebos, fountains, patios, decks, terraces, swimming pools, and tennis courts. Accessory structures shall not exceed one (1) story or 20' in height. All construction

including accessory structures shall be placed on the lot within the required setback lines and shall be subject to a setback inspection by the Board. Failure to comply with setback requirements shall result in fines, forfeiture of construction bond and/or a hold on future permits. The amount of fine for each violation shall be left to the discretion of the Board

Swing Sets / Play Structures

Swing sets and play structures including basketball goals shall be approved by the ACC. Materials will be considered by the ACC on a case-by-case basis. The ACC shall determine the appropriateness of building materials and colors. The swing set or play structure shall not be visible from any street. Sufficient landscaping must be incorporated to minimize the view from the street and adjacent lots. Plans showing the location and material of all play structures must be submitted and approved before construction or installation.

Basketball and/or other sport facilities (goal nets, etc.) must not be placed in the right of way of any street at any time. No basketball nets shall be attached the dwelling.

Variance

The property owner or their representative may request a variance from an existing setback line. The ACC may grant variances from these guidelines to alleviate hardships in any particular case, to adjust for physical conditions where strict compliance would not be practical and to accommodate any particular special design that the ACC feels is compatible with the surrounding area. The Committee will grant or deny all variance requests in writing. Encroachment on an existing setback line without a written variance shall be subject to the fines, a stop work order or removal of the structure at the cost of the owner.

Building Size

Minimum heated square footage is calculated as the total of all finished interior areas within the roofline of the building, exclusive of open porches, terraces and similar areas. Heated floor space does not include garages, covered walks, and or porches. Houses shall not exceed 35' in height. Only one single-level accessory building is allowed (e.g. detached garage, storage shed, workshop, etc.) provided the approval is given. Minimum heated square footage is 1,000 on all lots in Carolina Place. Pursuant to storm water rules adopted by the State on North Carolina, lots are subject to a 2,270 square feet maximum impervious surface coverage restrictions. Impervious surfaces include structures, asphalt, gravel, concrete, brick, stone, slate and similar materials including stone bedding for landscape areas, but not including wood decking or the water surface of swimming pools. In addition, owners are not permitted to fill in or pipe any roadside or lot line swale, except as necessary to provide a minimum driveway crossing.

Exterior Materials

Materials used and construction techniques employed shall be primarily those that are typical to the Carolina Coastal Region. Exterior wall materials should be compatible with the setting and reflective of Southern traditions. Low-maintenance materials are encouraged. Following is a list of approved exterior materials.

Approved Siding Materials	Approved Window and Trim Materials
Stone	Vinyl Trim – Vinyl Windows
Brick	Wood, Painted or Stained
Cementitious Stucco	Aluminum-Clad Wood Windows
Cedar Shakes	Vinyl Clad Wood Windows

Horizontal Wood Siding	Color Coated Aluminum Trim
Hardie Plank	Hardie Plank Trim
Vinyl Siding	
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Hardie Plank	Hardie Plank Trim
Vinyl Siding	

Other materials may be considered by the ACC on a case-by-case basis. The ACC shall determine the appropriateness of exterior materials and colors for all construction.

Roofs, Gutters and Downspouts

Roof material, color and texture that are compatible with the elevations and surroundings should be used. Metal roofs are allowed, provided they do not have a highly reflective finish. Roof material may be cedar shakes, asphalt architectural shingles (30-years or better), slate or standing seam metal. Type, manufacturer and color of all roofing material must be submitted to the ACC for approval.

Massing shall be an important factor for dormer, porch and roof pitch. The use of dormers and a variety of roof lines are encouraged to add visual interest. Vent pipes and accessories should be located on the part of the roof unseen from the right-of-way, and must be painted to match the roof color. Flue pipes shall be cased in a chimney enclosure that matches exterior materials.

Gutters and downspouts shall match the fascia trim color or they shall be copper.

APPROVED ROOFING MATERIALS	
Cedar Shakes	Slate
Synthetic Slate	30 Year Architectural Fiberglass Shingles (or better)

Porches

The use of porches on the front elevation is encouraged. Porches on the rear of the home may be screened or glazed, providing inside/outside transitions. The location, materials and finished used on all porches shall be submitted for approval. Railings should be consistent with the architectural character of the house.

Patios, Terraces and Decks

Outdoor, uncovered living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the house. Railings should be consistent with the architectural character of the house.

Garages

All garage should have doors to include panels, trim, lights, etc., to enhance their appearance from the right-of way.

Entry

The primary front entrance should be emphasized with a sense of prominence that distinguishes it from other entrances. It should be sheltered on the exterior and have

prominent single or double doors and detailing that is consistent with the house style. Storm doors are permitted.

Foundations

Homes that are within a flood zone shall have their first floor elevations set at an elevation that complies with all local and federal code requirements.

Windows

Window styles should reflect and blend in with the overall architectural style of the home. Window openings and heights should relate to other design features of the house. Avoid the unplanned look of smaller bathroom or kitchen windows in visual conflict with windows of major scale. If exterior shutters are used, they should be of proper size and scale for the windows.

All curtains, draperies, window shades, window blinds and window hangings shall present a neutral palette when viewed from the outside of the home.

Chimneys

Chimneys are encouraged to add variety to the roofline. Chimneys must be constructed of materials that are compatible with exterior materials. The Board shall approve all chimney caps. Exposed metal flue pipes will not be approved.

Lighting

Illumination of surfaces such as walls, walks and decks is permissible. Porch lighting, for example, may include wall washers and recessed fixtures that illuminate the entry surface, but the source of lighting must be included in the landscape plan for ACC approval. All proposed site lighting should be detailed on the landscape plan. Exterior lighting including security lighting will not be permitted when it would create nuisance to the adjoining property owner. Colored lights are prohibited. All path and landscape lighting must consist of low voltage lighting and shall have a maximum height of 36".

Fences

Privacy fences and fencing used for screening are allowed on the side and/or rear of the home only. Fences should be compatible with the architectural style of the house and should be used primarily for screening and defining outdoor space. The finished side of fences must always face out from the lot. All Fences must be inside setback areas. Acceptable fence materials include: wood, wrought iron, vinyl and anodized aluminum. Fences should maintain a reasonable scale to the house and not block desirable views and vistas or negatively impact adjacent lots. The maximum height for any fence is 6 feet. Perimeter fencing around the entire lot is not permitted. Split rail, chain link or welded wire fencing is not allowed. Fences may not be installed any farther forward than ½ way between the rear and front elevations of the main structure.

H.V.A.C. and Trash Receptacles

All service utilities, fuel tanks, and trash and garbage accumulations shall be screened from any highway, street or right of way within the subdivision, or from any other site. All trash receptacles shall be removed from the street within twenty-four (24) after being serviced by the local or contracted waste removal company.

Sheds

Only one single-level accessory building is allowed (e.g. detached garage, storage shed, workshop, etc.) provided the approval is given. Pursuant to storm water rules adopted by the State on North Carolina, lots are subject to maximum impervious surface coverage restrictions. Impervious surfaces include structures, asphalt, gravel, concrete, brick, stone, coquina, slate and similar materials including stone bedding for landscape areas but not

including wood decking or the water surface of swimming pools. Shed must match the architectural style of the house matching roof, eaves, overhang, coloring and sidewall material, except for brick, which may be replaced with other approved material that blends with the house. No metal sheds will be permitted. It shall be on either a cement slab or other permanent foundation. Hurricane tie-downs shall be internal (no external straps). Sheds over 100 square feet require a Brunswick County Building Permit.

Site Maintenance

All sites, including vacant lots, will be kept free from weeds, underbrush or refuse piles, or unsightly growth or objects. Should property owner failed to maintain sites, site maintenance will be performed by the HOA and the charge therefore will be assessed to the property owner in accordance with Article VII, Section 3 of the Declaration of Covenants.

Signs

No signs, except name identification of the Owner not to exceed three (3) square feet, shall be erected or placed on any Site; no "For Sale" signs will be allowed on undeveloped or vacant Sites. "For Sale" signs will be allowed on houses but must be approved by the ACC or its Association Committee.

Junk Vehicles

No inoperable or improperly licensed vehicles will be permitted on the property. The Association shall have the right to have all such vehicles towed away at the Owner's expense.

Vehicles/Boats/Trailers

No boat, motorboat, camper, trailer, motor or mobile home, or similar type vehicle, except for temporary construction or sales trailers during construction, shall be stored on any site longer than 48 hours unless it is stored within a garage or carport. There will be a designated parking area for such vehicles. No vehicle shall be parked on any right of way or any street. All vehicles shall only be parked in driveways or designated parking spaces.

C. Prior to Construction

Clearing And Grading

Removal and/or damage to existing trees should be minimized. Tree barricades or fencing should be installed before any construction to preserve significant trees. Parking and equipment storage should be avoided within the drip line of significant trees to be preserved.

Site grading of a specific lot shall be kept to a minimum and alterations to existing drainage systems shall be avoided. All runoff generated by construction of a home will not be allowed to flow on to adjacent lots, streets or drainage easements. Any necessary grading shall maintain a natural appearance.

There shall be no on site burning during construction. Burning shall be subject to a fine of \$200.00, for each violation. Carolina Place Homeowners Assoc. , Inc. will hold the builder and or property owner liable for any damage to adjacent structures and vegetation resulting from burning.

Driveways

No lot shall have more than one driveway. Driveway materials may consist of concrete, stamped concrete, colored concrete in the earth tone colors, pea gravel concrete, and oyster shell concrete, or brick pavers. Poured concrete drives should have a minimum thickness of 4 inches. The use of welded wire mesh is optional.

Sidewalks

Sidewalks may be required from the front door of the house to the driveway with a maximum width of 4 feet. Materials may be the same as identified for driveways. Concrete walkways are to be constructed of 3000 psi with a light broom finish. Control joints are to be spaced at intervals of a minimum of five feet and expansion joints at intervals of no more than 30 feet.

Irrigation

Irrigation systems are recommended for maintaining lawn and landscaped areas, and promoting a healthy, green appearance throughout the neighborhood. Irrigation systems should be zoned according to available water pressure. Irrigation heads should be designed to direct water away from houses, walls, fences, sidewalks, driveways and public roads. Care must be taken in directing irrigation heads as to not cause staining. If staining occurs, it must be cleaned immediately.

Plantings

All new construction is subject to the following provisions. Imaginative landscape design that solves the functions of screening, color, textures and the enhancement of the architecture promotes and sets the standard for a high quality community. Plantings should sufficiently buffer driveways and parking areas adjacent to property lines, and provide cover for areas disturbed during construction. All plant beds shall be mulched with pine bark, pine straw, hardwood or cypress mulch.

Landscaping and planting may be completed in phases as noted on the submitted and ACC approved Landscape Plan. Minimum plantings in Phase I shall include the entire foundation of the home (except areas of egress) planted with evergreen plant material. This material shall be a minimum of 3 feet in height and shall be spaced a minimum of 3 feet to 5 feet on center. Foundation planting should be able to screen any foundation or crawl space under house or decks and be of sufficient height to screen hot tubs located on decks or patios. Utility areas such as vegetable gardens, dog runs, and work/storage areas should be screened or incorporated into the garden so as not to be unsightly.

The front lawn areas must be sodded, unless approved by the ACC. Note: If Phase I of the submitted and approved Landscape Plan is not completed, the construction bond will not be returned until full compliance is realized to the Board's satisfaction.

Landscape plan shall be submitted no later than 30 days after the home is dried in (roofing, siding and windows installed.) Failure to submit a landscape plan may result in fines and removal of all unapproved landscaping material. The Board reserves the right to accept or reject any landscape plan based on its sole discretion. All landscape shall be complete within 45 days of receipt of the certificate of occupancy.

D. Recommended Plant List

The following list represents many varieties of plants, both native and exotic, which will grow in the region. It is not intended to be all-inclusive but rather it is intended to provide the landscape designer with a palette of plant materials that could form the basis of the landscape plan.

Trees

Large Trees	Small Trees	
Sweetgum	Eastern Redbud	American Holly
Red Maple	Flowering Dogwood	Southern Magnolia
Southern Red Oak	Kousa Dogwood	Dahoon Holly

Sweet Pignut Hickory	Golden Raintree	Cherry Laurel
Water Oak	Crepe Myrtle	Cedar Tree
Persimmon	Sweet Bay Magnolia	Yaupon Holly
Laurel or Live Oak	Saucer Magnolia	Nellie Stevens
Willow Oak	Bradford Pear	
Bald Cypress	White Fringetree	
Poplar	Serviceberry	
Weeping Willow	Purple Leaf Plum	
Chinese Elm	Cherry	
River Birch	Crab Apple	
Sourwood		

Shrubs

Deciduous Shrubs	Evergreen Shrubs
Abelia	Aspidistra Acuba Azalea
Barberry	Nandina
Quince	Ligustrum
Cotoneaster	Camellia Cleyera
Oakleaf Hydrangea	Sasanqua
Coastal Leucothoe	Viburnum
Spirea	Holly Fern
Pyracantha	Eleagnus
Oleander	Fatsia
Variagated Pittosporum	Hydrangea
Rhododendron	Burford, Carissa and Yaupon Holly
	Emily Bruner Holly
	Inkberry

Groundcover / Vines

Groundcover	Vines
English Ivy	Climbing Rose
Love grass	Wisteria
Liriope	Lady Banks Rose
Wintercreeper	Clematis
Vinca	Climbing Fig
Mondo Grass	Virginia Creeper
Asiatic Jasmine	Cherokee Rose
Confederate jasmine	
Juniper	

Ornamental Grass

Ornamental Grass	
Flaming Miscanthus	Morning Light Miscanthus
Love Grass	Flame Grass
Japanese Blood Grass	Pampas Grass

Flowers – Salt resistant Perennials

Flowers	
Coreopsis	Lantana

Day Lily	Hemerocallis
Dusty Miller	Gaillardia Grandiflora
Gaillardia	Petunia
Shasta Daisy	Chrysanthemum Maximum
Magestic Giant Pansy	Wax Begonia
Daffodil	Verbinia

Turf

Bermuda	Centipede	St. Augustine
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Please note: The ACC will not review an incomplete submission.

Action by ACC

At least thirty (30) days prior to the anticipated commencement of any construction, erection, establishment or modification of any structure or improvement on any Site, the Owner of such Property (or his duly appointed agent) shall submit to the Chairman of either the Association Committee or the ACC as appropriate a plat of the Site, which plat shall show each Site corner, as the new construction and there shall be shown thereon the proposed location of all proposed and existing structures or improvements, including driveways, bulkheads, piers, patios, decks and walkways. There shall further be provided sufficient building elevations and other site plans, including a statement of exterior building materials and proposed exterior colors, to allow the appropriate committee to accurately evaluate all structures and improvements proposed for construction on the Site. There shall be submitted two (2) copies of all information required to be submitted. Within thirty (30) days after the receipt of all required information, the appropriate committee shall submit in writing to the Owner of the Site whether or not the requested construction and or landscape plans are approved. The response of the appropriate committee may be an approval, a denial, an approval with conditions or a request for additional information. A request for additional information shall be deemed a determination that the information submitted was inadequate, and the thirty (30) day time for response shall only commence upon receipt of the requested additional information. If approval with conditions is granted, and construction then begins, the construction shall be deemed approval by the Owner of the Site of the conditions imposed. Any improved landscape plan shall be approved subject to the express condition, whether or not so stated in the Letter of Approval, that the landscape plan shall be fully implemented in a professional way as soon as reasonably possible following completion of construction of improvements on the Site, and shall be further conditioned upon the commitment of the Owner of the Site to complete timely such landscape plan, and once implemented, said landscaping shall be maintained in a professional manner at all times. There shall be a \$25.00 Architectural Review Fee paid to the Association for each and every submission.

E. Construction Bond & Construction Access Fee

The contractor, before the start of any residential construction, shall pay a refundable bond in the amount of \$2,500.00, a \$500.00 non refundable road access fee and a \$25.00 non-refundable review fee, made payable to Carolina Place Homeowners Assoc., Inc. This bond is placed in a non-interest bearing account. The construction bond will be refunded to the contractor five days after meeting the following two conditions: 1). Construction has been inspected and approved by the ACC; 2). The ACC receives a copy of the certificate of occupancy.

A fine must be paid within twenty-one (21) days from the date of the violation notification notice. Upon final inspection approval, any unpaid fines will be deducted from the construction bond, as will any unpaid expenses incurred by the ACC or the HOA in

connection, with unapproved construction, to repair damage to any common area or facility, to clean up the project site, or other wise with regard to any violation. The amount of the bond remaining after such deductions, if any, will be returned with interest.

If an owner refuses to correct or remove unapproved or nonconforming improvements or landscaping, then the HOA may seek a court order to compel compliance. The HOA also has authority pursuant to the Declaration of Covenants, Conditions and Restrictions of Carolina Place, upon request of the ACC and after notice to the offender and to the owner, to remove any improvements or landscaping that has not been approved or is not maintained in accordance with the applicable requirements, and invoice the owner for all expenses incurred in connection therewith.

If an owner fails to pay any fine or other charge billed in accordance with these provisions, the HOA may file a claim of lien against the property on which the violation occurred and the HOA may foreclose such lien.

In the event of a major violation or repeated violations by a contractor, the ACC may take other actions in addition to those described above, which may include increasing the required construction bond and refusing to approve future projects involving such contractor. In addition to the requirements set forth or referred to in these Design Guidelines, contractors and construction workers are also subject to fines and suspension of access privileges.

Should the builder accrue any fines during construction, the amount of the fine will be deducted from the construction deposit. The builder will then be required to replenish the amount deducted from the construction bond within fifteen (15) days of incurring the fine, or be subject to additional fines.

NOTE: All or part of the construction bond may be retained per the estimation of the ACC representative to rectify non-compliance or fines imposed.

F. Changes During Construction

If changes to an approved plan become necessary during construction, Application To Make Construction Or Design Change should be submitted to the ACC. The review process for these requests will be the same as that for new construction. However, the ACC Administrator, instead of a full ACC Board, will review and approve minor changes to an approved plan for a fee of \$25.00. The administrator will determine if the change warrants full ACC attention. If the change is not deemed of a minor nature, the applicant will be notified within ten (10) days of submission and will be reviewed for approval or disapproval for a fee of \$25.00.

A major change to construction already in place will require an additional \$500 bond made payable to the Carolina Place Homeowners Assoc. Inc., before commencement of the construction change.

H. Final Inspection

To confirm plan compliance, an ACC representative following completion of all planned construction and landscaping, will conduct a final inspection. The contractor must submit a completed Request For Final Inspection Deposit Refund. The ACC representative will make the inspection to the Committee. The Contractor will be advised of approval or non-approval within 10 days of submission of request.

I. Enforcement

The Design Guidelines contained herein have been developed to encourage good design, thus to preserve community resources and to enhance property values. To maintain these goals, any construction that takes place without ACC approval will not be tolerated. If necessary, a stop work order will be issued to the general contractor and other legal remedies will be pursued.

THE CONSTRUCTION PHASE

In order to maintain attractive surroundings and to promote a safe environment for residents and guests, the following guidelines have been developed for Carolina Place to monitor contractor activities during the construction phase.

The ACC shall receive written notification of any decision by the Owner to terminate or replace a builder during the construction phase. Before commencing with construction, the new builder shall post a construction deposit. Once this deposit is received, the ACC will refund the remaining construction deposit to the first builder.

A. General Regulations

1. Time Limit of the Construction Phase

All construction must be completed within a six-month period, commencing with the initial clearing of the lot. Approved landscaping construction must be completed within 45 days of issuance of a certificate of occupancy. Construction not completed within 6 months will result in either special assessment; self-help measures or are subject to fines at the discretion of the ACC.

2. Builder Requirements

The State of North Carolina must license all builders of residences in Carolina Place. A North Carolina Residential Builders License is the minimum licensing requirement. The ACC will interview any homeowner wishing to build their own residence to determine qualifications based on previous experience and or license from another state.

The right of entry and inspection is specifically reserved by the ACC, its agents, and representatives to visit all or any portion of the Owner's property for verifying compliance with the requirements of the ACC. A representative of the ACC will make periodic inspections during the entire construction period. The Owner will be notified in writing with a copy to the general contractor of any items and exceptions as noted on an Inspection Report. All such items and exceptions must be completed or resolved by the next meeting of the ACC.

3. Temporary Facilities

Each building site is required to provide at least one toilet for the use of workers. It must be located at least 25 feet from any street. The door must face away from the street and any existing residences.

A commercial dumpster is required for each job site and set back a minimum of 25 feet from any street. No refuse shall exceed the height of the dumpster at any time. A temporary cover shall be maintained at all time.

Temporary power poles must be installed plumb and shall not be used for posting signage. Temporary wood silt fence enclosures will not be permitted.

Silt fences and other erosion control devices must be installed before initial grading. Pipes shall be installed in road swales to maintain flow at the construction entrance to the lot. Construction office and storage trailers or buildings must be approved by the ACC.

4. Construction Debris

Construction sites should be free of all refuse, waste and debris including but not limited to scrap building materials, waste paper and bottles. Efforts should be made to prevent such waste from encroaching on adjoining properties and roadways.

B. After Construction

1. Clean-up

Upon substantial completion of construction activities, all refuse, waste and debris shall be removed from the site and surrounding areas, and properly disposed. The construction bond will not be released until the site is cleaned to the satisfaction of the ACC.

2. Temporary Facilities

All temporary facilities shall be removed after substantial construction completion. The builder identification signs shall be removed within 30 days of certificate of occupancy issuance.

APPENDIX A: REQUIRED CONSTRUCTION DOCUMENTS

SITE PLAN BEARING SURVEYOR'S SEAL AT A SCALE OF 1"=20'-0" SHOWING:

- Drainage Plan.
- Property lines, setback lines, wetland limits and easements with dimensions shown.
- Tree survey showing location of existing pine trees 10" diameter and larger and hardwood trees 6" diameter and larger.
- Thickets may be shown as an outline.
- Indicate all trees to be removed.
- All streets adjacent to lot with street names.
- Any existing utility structures on lot or in adjacent right of ways.
- Any areas to be graded with drainage indicated by arrows that show flow directions.
- Outline of exterior house walls, decks, driveways and walks on adjacent lots that are within ten feet of any property line.
- Outline of house foundation walls, AC screen, decks, porches, terraces, steps, stoops and roof overhang.
- Finish floor elevation of first floor and garage slab.
- Drives and walks with dimensions and materials indicated.
- Proposed garden walls, retaining walls, fences, screens, etc. with dimensions and materials indicated.
- Pools and/or spas.
- Location and description of any other accessory use (playground equipment, dog runs, gazebos, etc.)
- Percent of lot covered by impervious surfaces.

FOUNDATION PLAN AT A SCALE OF 1/4"=1'-0" SHOWING:

- Walls, footings, piers, beams, and floor joists (include foundations for deck, retaining walls, exterior stairs, etc.)
- Access openings and foundation vents.

FLOOR PLANS AT A SCALE OF 1/4"=1'-0" SHOWING:

- All interior surfaces drawn to scale with all rooms dimensioned and named.
- All window and door openings.
- Roof overhangs (dashed line).
- Garage, decks, terraces, steps, stoops and porches dimensioned with materials indicated.
- Finish floors and garage slab elevations.
- All dimensions necessary for construction.

BUILDING ELEVATION AT SCALE OF 1/8"=1'-0" OR GREATER SHOWING:

- Front, rear, right and left elevation with compass orientation indicated.
- Terraces, walls, decks, vents (roof and foundation), screens for trash and HVAC compressors.
- Any hidden elevation not shown in other drawings.
- Finish floor elevation on each drawing with proposed finish grade line against elevation.
- Fascia, trim and handrail detail, window and door types.
- Materials and finishes for all surfaces.
- Roof heights above finish floor elevation shown.

LANDSCAPE PLAN AT A SCALE OF 1"=20' SHOWING:

- **Outline of all structures and site elements shown on the Site Plan.**
- **Existing trees and vegetation to be preserved.**
- **Outline of proposed tree and shrub locations showing circular symbols indicating mature spreads, lawn areas, ground cover and seasonal color areas with quantities and names indicated.**
- **Plant list showing quantity, common name, root (B&B or container), tree caliper and height, shrub container size (not less than 3 gallons), ground cover container size and spacing, and turf. Minimum plantings necessary to meet Architectural Control Committee compliance shall be noted as Phase I on drawing**
- **Natural or mulched areas and any landscaped elements (arbors, trellis, fences, walls, stepping stones, etc.)**
- **Locations of proposed landscape lighting indicating fixture type, bulb type and wattage.**
- **Irrigation plan showing head types and layout, piping, valves and controllers (not required if an irrigation system will not be installed).**

DESIGN REVIEW CHECKLIST

Building Elevations

- All elevations labeled so they correspond with site plan**
- Finish grade line shown against house**
- Brick courses shown**
- All materials and finishes called out**
- Fascia, Trim and handrail details**
- All decks and terraces shown**
- Service Area Screen wall detail**

Landscape Plans – minimum scale of 1"= 20'

- Owner's name**
- Designer's name, address, telephone and fax number**
- North arrow and scale**
- Property lines with dimensions and bearings**
- Location of all existing trees over 6" in diameter**
- Identify Trees to be removed**
- Location of all structures (including decks, AC enclosure, trellises, fences, gazebos, etc.), pavement, and utilities**
- Location of all lawn areas and shrub bed lines**
- Location of all proposed plant material**
- Plant list with quantities, common names, sizes and specifications**
- Additional drainage requirements not indicated on the submitted site plan**
- Location and specifications of all exterior lighting fixtures**
- Total area of lawn in square feet**
- Total area of lawn as percentage of site**

Material Samples

- Siding material (brick sample and mortar colors, if applicable)**
- Roofing cut sheet**
- Garage door type and color cut sheet**
- Front door type and color cut sheet**
- Window cut sheet**
- Site lighting cut sheet**
- Color samples- color painted on a 2'x2' panel**
- Body color**
- Trim color**
- Driveway samples**

VIOLATION NOTIFICATION

Date: _____

To: _____

From: Architectural Control Committee Administrator
Carolina Place

A violation of the Architectural Guidelines for Carolina Place was noted during a property inspection. A fine has been placed for the violation according to the schedule below. The amount of the fine is due immediately. Failure to remit payment may result in a stop work order, reduction of construction bond, or hold on future permits. Please avoid violations in the future to avoid additional fines.

All residents appreciate your cooperation in keeping Carolina Place an enjoyable and beautiful place to live.

VIOLATION	FINE
Littered Site	
Damage to curbs	
Worker Conduct	
Refuse material on any lot other than subject lot	
Construction equipment or material on adjacent lot	
No temporary sanitary facility	
No commercial trash receptacle	
Non-conforming sign(s)	
No silt fence	
Parking in right-of-way, drip-line of protected trees	
Damage to natural areas	
Burning	
Unauthorized clearing of lot	
Unauthorized removal of trees	
Unauthorized plan change (minor)	
Unauthorized plan change (major)	
Unauthorized exterior finishes	Forfeit of construction bond
(e.g., paint, stain, roofing materials or design)	
Unauthorized construction	Forfeit of construction bond
Erosion	
Across sidewalk	
Into street	

APPLICATION PACKAGE

APPLICATION FEES	
Review Fee (\$25.00)	Date Received:
	Received by:
	Check #
Road Access Fee (\$500.00)	Date Received:
	Received by:
	Check #
Construction Bond (\$2,500.00) MUST BE PAID BY THE BUILDER	Date Received:
	Received By:
	Check #:
Area Calculations:	
Heated Square Footage:	Total Home Site Area:
Total Impervious Coverage:	Percentage Impervious Coverage:

Agreement:

As the property owner and builder of the above described construction project, we acknowledge and agree that the improvements will be constructed in accordance with plans and specifications that have been approved by the Architectural Review Committee.

We further acknowledge and understand that:

We have read and understand the Covenants and Restrictions applicable to the property, all ACC Guidelines and will follow and obey said Covenants, Restrictions, and Guidelines.

We are responsible for completing this project as described by the specifications approved by the committee.

We will maintain a clean construction site at all times and install a job sign, commercial dumpster, and job toilet in conformance with ACC Guidelines.

We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.

The builder and or property owner is responsible for applying for all utilities (including, but not limited to, electricity, water, and cable, telephone, and LP gas) immediately upon receiving approval for construction. Carolina Place will not be held responsible for construction delays due to the builder/owner's failure to apply for utilities in a timely manner. Furthermore, Carolina Place will not be held liable for the failure of any utility to provide their services to the builder/owner in a timely manner.

Property Owner's Signature	Date
Contractor's Signature	Date

APPLICATION TO MAKE CONSTRUCTION OR DESIGN CHANGE

Date Prepared: _____

Date Received: _____

Neighborhood: _____

Section: _____

Owner: _____

Telephone: _____

Architect/Designer: _____

Proposed Change: (Attach sketch if necessary)

Reason for Change:

Signed: _____
Applicant

Date: _____

For Use by Architectural Review Committee

Requested Change Approved []

Date: _____

Comments:

Approved: _____
Architectural Control Committee Chairman

Date: _____

Additional Fee Paid _____ -

REQUEST FOR FINAL INSPECTION / DEPOSIT REFUND

Date Prepared: _____

Date Received: _____

Section & Lot Number: _____

Owner: _____

Builder: _____

Requested Date for Inspection: _____

I certify that construction has been completed and that all work done conforms to state, county, and local codes, and meets Carolina Place standards as approved.

Signed: _____
Contractor

Date: _____

Deposit Returned [] Amount: _____

Deposit Withheld [] Amount: _____

Comments:

Signed: _____
Architectural Control Committee Representative

Date: _____

CAROLINA PLACE APPLICATION FOR RESIDENTIAL CONSTRUCTION

LOT _____ SECTION _____

Date Submitted _____

PROPERTY OWNER _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

BUILDER _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

NC License# _____

ACCHITECT/DESIGNER _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

Application Checklist

Two sets of construction documents

Site Plan

Floor Plans

Foundation Plan

Building Elevations

*Landscape Plan

Material and Color Samples

Preconstruction Form

CONSTRUCTION BOND

Amount _____ \$2,500.00

Date _____

Check# _____

REVIEW FEE

Amount _____ \$25.00

Date _____

Check # _____

(Incomplete applications will not be reviewed)

* must be submitted by house dry-in

Square Footage

Heated Living Area _____ SF

Covered Porches (screened) _____ SF

Building Footprint _____ SF

Decks, Walks, Drives _____ SF

Total Impervious Coverage _____ SF

Total Square Footage _____ SF

EXTERIOR MATERIALS

Foundation

Finish _____
Color (include sample) _____

Windows

Type _____
Mfg./No. _____
Color (include sample) _____

Roofing

Material _____
Mfg./No. _____
Color (include sample) _____

Exterior Trim (Includes shutters)

Material _____
Mfg./No. _____
Color (include sample) _____

Exterior Walls

Material _____
Mfg./No. _____
Color (include sample) _____

Exterior Doors

Material _____
Mfg./No. _____
Color (include sample) _____

Garage Doors

Material _____
Mft./No. _____
Color (include sample) _____

Decks/Patios/Terraces

Material _____
Mfg./No. _____
Color (include sample) _____

Carolina Place Homeowners Association

Architectural Request and Review Form

Name: _____ Date: _____

Property Address: _____

Phone No. _____

Nature of request (please be as specific as possible and attach a sketch showing location and dimensions):

For Board Use Only

Date Submitted to Committee: _____

Date Received by Board: _____

Inspected on _____ By _____

Approved on _____ By _____

Reason for disapproval _____

Owner notified of decision on _____ By _____