

Waterleaf

Of Mint Hill, NC

Architectural Guidelines

September 10, 2014 Edition

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Major Project Form Four

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Major Project Form Four Contractor

Contractor information required to be submitted at DD or Site Staking

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Builder Application Form

Sample Board/Sign

Graphic example of required Sample Board and “For Sale” Sign

ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:

- 1.1 **Purpose:** These Waterleaf of Mint Hill Architectural Guidelines provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These Guidelines have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures or improvements within the Waterleaf of Mint Hill community. *The typically acceptable styles for homes in Waterleaf of Mint Hill are Craftsman and Traditional Cottage.* The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures to ensure that all home sites within Waterleaf of Mint Hill are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the Waterleaf Architectural Review Committee (WARC) that all structures and other improvements within the community be of the highest design quality and be planned and sited to be aesthetically and architecturally harmonious with one another and with the natural features of the land. The WARC is particularly concerned that the community have a consistent streetscape and quality of design (facade, materials, etc.). In order to maintain a “planned look” for the community and to preserve the aesthetic integrity of the community, the WARC may at times place a temporary moratorium on any particular style of design, or building material until, at the sole discretion of the WARC, it is determined that the community has been brought back into balance.

ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Waterleaf of Mint Hill properties, which are or may be subject to the Declarations of Conditions Covenants and Restrictions (CC&Rs).
- 2.2 **Authority:** The WARC has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the CC&Rs. While the Guidelines are intended to provide a framework for construction and modifications, the Guidelines are not all-inclusive. In its review process, the WARC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The WARC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials for non-conformance to the CC&Rs, Architectural Guidelines or for aesthetic reasons, which in the sole discretion of the WARC shall be deemed sufficient.
- 2.3 **Governmental Permits:** To the extent that the North Carolina State Building Code, Mecklenburg County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CC&Rs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CC&Rs and the Guidelines (in that order) shall prevail.
- 2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The WARC does not review submittals for compliance with such requirements. Approval of plans and specifications by the WARC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances,

and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefor is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THIS FROM THE WATERLEAF OF MINT HILL HOME OWNERS ASSOCIATION BOARD IN WRITING.

Owners and Builders are further responsible for compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the CC&Rs, any applicable Supplemental CC&Rs, and any other applicable architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community. Builders and Owners will be held responsible for violations caused by subcontractors and employees of the Builder or Owner. Violations not remedied may result in reductions to the Compliance Security Deposit or other actions.

- 2.5 **Amendments:** These Guidelines may be revised and amended at any time by the WARC, in its sole discretion, as needed to serve the needs of an evolving community.
- 2.6 **Remedy:** The CC&Rs provide for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

ARTICLE 3 – BUILDER QUALIFICATIONS

- 3.1 **Purpose:** The WARC has been developed under the Declaration of Covenants, Conditions and Restrictions to preserve the integrity and architectural progress of its community, and has determined it necessary not only to review the building specifications and construction plans, but also to evaluate the Builder submitting such plans in order to prevent any plans, persons or factors from hindering the integrity of the architectural progress of the community. Builders are a crucial element in the integrity of the subdivision, and, therefore, fall within the scope of regulation by the WARC. Any new prospective Builder should contact the WARC for further information. The required information needed to make an application to become a Builder within Waterleaf is noted on **Form Eight** located at the end of this document.
- 3.2 **Requirements:**
- A. Any prospective new Builder shall sign the Waterleaf of Mint Hill Architectural Review Submittal **Form Eight**, signifying that he or she understands and agrees to abide by Waterleaf of Mint Hill Architectural Guidelines, is duly licensed, has insurance in amounts required and also agrees to work cooperatively with the WARC in resolving any violation of the guidelines that may occur.
 - B. The Builder is currently in compliance with the CC&Rs and Architectural Guidelines, or, if a violation notice has been issued, is working diligently to correct the violation.
 - C. The Builder has the ability to construct high quality homes. To satisfy this requirement, Builders who wish to become a Home Builder must complete **Submittal Eight** and send that to the WATERLEAF OF MINT HILL HOMEOWNERS ASSOCIATION, INC. c/o Bob Martin, 9535 Bales Lane, Charlotte, NC 28227 with an introduction letter accompanied by a company brochure or photographic portfolio. This information may also be sent electronically to waterleafarc@gmail.com. Applicants will be logged into the ARC review site where pertinent information as follows is required to be submitted by the applicant.
 - D. Builders shall purchase and maintain insurance policies as follows:

1. With regard to all activities conducted under this Agreement, Builder shall carry public liability insurance with a solvent insurance company licensed to do business in the State of North Carolina, satisfactory to the Waterleaf of Mint Hill Home Owners Association Board of Directors, which insurance company shall be rated A+ by Best's Insurance Guide or any other similar insurance rating guide. The limits of public liability (including products and completed operations liability) shall not be less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage subject to an annual aggregate of \$1,000,000.00 applicable to products and completed operations liability. Builder will cause the Waterleaf of Mint Hill Home Owners Association, its Board of Directors and its agents as "Additional Insured" on the required policies and Waterleaf of Mint Hill Home Owners Association, Inc. as the "Certificate Holder."
2. During the term of this Agreement, Builder shall keep all of its homes in the community, which are under construction and not sold or conveyed to its owner, fully insured during and after construction against loss of damage by "all risk" perils, including but not limited to flood, fire, vandalism, malicious mischief, casualty and all other available extended coverage insurance in a sum not less than 100% of the full replacement value of the insured property. Said policies are to be written by companies licensed to do business in the State of North Carolina having a financial rating of A+ by Best's Insurance Guide or any other similar insurance rating guide. All proceeds from any loss shall be used by Builder to replace or restore the homes to their original condition.
3. During the term of this Agreement, Builder shall secure and maintain in effect and at its expense insurance of the following kinds and limits to cover Builder's employees and all locations of Builder's operations in connection with work on Builder's projects:
 - a. Workmen's Compensation with Statutory limits of liability, and
 - b. Employer's Liability with a limit of availability of at least \$1,000,000.00 per accident or disease.

In compliance with the requirements herein, at the time Submittal Four is uploaded to the review site, copies of all policies required pursuant to these Guidelines shall be provided, together with evidence of payment thereof, including an endorsement which states that such insurance may not be changed, altered or cancelled, except upon thirty days prior written notice to the Waterleaf of Mint Hill Home Owners Association Board of Directors.

E. Builders shall maintain an "unlimited" contractor license with the State of North Carolina and initially show evidence of meeting financial minimums required by North Carolina to remain qualified as a Builder. Additionally, the builder must provide the name and credentials of any individual other than the individual holding the license or acting as a qualifier for the builder who is serving as a site superintendent or on-site supervisor for the home.

F. The evaluation period for Builder approval is 15 to 30 Calendar Days. However, if no response to the application is provided within 20 calendar days, please contact ralsop@charettearchitects.com for an approximation of the completion of the evaluation.

3.3 **Standards:** The WARC has the discretionary power to determine the suitability of a builder for the Waterleaf of Mint Hill community. Its determination shall be deemed final. Re-application may be made one year after the initial application unless more time is stated as a requirement in the WARC response.

3.4 **Procedure:** The WARC will evaluate the homeowner's designation of builder within thirty (30) business days of the written submission. If, after its review, the WARC determines that the builder is not approved, it will notify the applicant of its decision. For new applicants, the decision will be heavily weighted on the builder's

portfolio of homes of design and value to those already in the community. For renewal of former Builders, it will be based, whenever applicable, upon specific instances such as ability to construct the home within required time frames, workmanship, the record of any builder non-compliance with community requirements or violations of the CC&Rs and any other instance that would tend to establish that the builder will not perform within the standards imposed by the WARC.

ARTICLE 4 –PROCEDURES AND FEES:

- 4.1 **Required Submittals - Minor Projects:** The WARC is required to perform reviews for all exterior modifications on each home site. These items are identified in appropriate areas throughout the document. A form is included to request a Minor Project Review in the forms area at the end of this document. No other forms are required.
- 4.2 **Required Submittals - Major Projects:** Major projects include a new home or pool with or without cabana addition. New homes require three reviews including 1) Schematic Review, 2) Design Development Review, 3) Construction Document Review. More details are provided below for each step of the review process. The required applicable forms are attached at the end of this document.

Note: Pools with or without Cabana additions require Design Development and Construction Document Reviews only.

To begin the *Major Project Review* process follow the instructions below.

Major Project Instructions Step 1 of 3 Schematic Review Submittal

The Schematic submittal is the first required submission to begin the review process. No fee is required from property owners for this review. For individuals who are not property owners and who are considering a purchase of a lot in Waterleaf of Mint Hill, there is a \$200.00 fee for the review. A credit will be applied to the total review fee per **Article 4.4** for individuals who purchase a lot and use the same plan as initially reviewed. The Schematic Review is intended to give an owner an early indication if the proposed home generally meets the community Architectural Guidelines, forestalling expense for the development of plans that most likely will not be approved for the neighborhood.

- a. E-mail the Major Project Form One, Survey Site Checklist, and Schematic Checklist to the address noted on the form.
- b. You will receive notification by e-mail granting you access to the architectural review website where you will need to upload your submittal. You will be provided a password to access the site typically within one day of the Association Manager logging you in.
- c. Submit Major Project Form One, Site Survey Checklist and Schematic Design Checklist with all the requested information in order to commence the review process.
- d. Items on the application form should be in digital form using PDF public domain software.
- e. Please allow up to ten calendar days for a response

Major Project Instructions
Step 2 of 3
Design Development Review Submittal

The Design Development Review process should not be submitted until after receiving the informal review comments from the WARC for your Schematic Review and you are ready to commence the Design Development review process.

(Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

After receiving approval of your Schematic Review, upload the following completed forms to the architectural review website:

- a. Completed Major Project Form Two
- b. Completed Major Project Form Three – Pages 1 & 2
- c. Completed Major Project Form Four
- d. Completed Design Development Checklist
- e. Submit all requested information from Forms and Checklist
- f. Submit any revisions to previously submitted documents
- g. Items on the application form should be in digital form using PDF public domain software.
- h. Please allow up to ten calendar days for a response

Important: Mail the required architectural review fees to the address listed on the form.

Major Project Instructions
Step 3 of 3
Construction Document Review Submittal

The Construction Documents Review should not be submitted until after receiving review comments from the WARC for the Design Development Review and you are ready to commence the Construction Document Review process.

(Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

After receiving approval of your Design Development Review, upload the following completed forms to the architectural review website:

- a. Completed Major Project Form Three – Page 3
- b. Completed Construction Document Checklist
- c. Submit all requested information from Forms and Checklist
- d. Submit any revisions to previously submitted documents
- e. Items on the application form should be in digital form using PDF public domain software
- f. Please allow up to ten calendar days for a response

4.3 **Foundation Survey:** Upon completion of the foundation, the homeowner or contractor shall submit to the WARC a foundation survey. The survey shall be prepared by a licensed surveyor or building contractor and

show compliance with building setback requirements and confirm foundation height against the previously approved site contour plan. This survey shall be submitted as a drawing to the WARC review site prior to framing. Reference **Article 6.23** for additional information on heights.

4.4 Architectural Review Fees:

Minor project reviews will be performed by the WARC at no charge.

There is a fee for new residences of \$1,000.00. This fee entitles the lot Owner to up to three reviews total for Design Development and Construction Drawings phases (Formal Reviews). It also includes three on site reviews to observe compliance (Pre-construction Site Staking, Dry-in and Final Completion). The property Owner is encouraged to submit all materials at the time of the formal review period, including landscape, pools or other amenities since additional reviews may incur an additional review fee.

Note: A credit of \$200 will be applied for reviews completed for non-property owners who purchase a lot and use the same plan as initially reviewed.

For additions to existing homes, not exceeding 25% of the value of the home, the review fee shall be \$325.00 and include one site review at final completion.

The addition of a pool and associated amenities, not including a vertical occupied structure, or major landscape modifications is \$225.00. The addition of a pool and a vertical occupied structure or major landscape revisions is \$325.00.

Reviews for additions or modifications to an existing home and exceeding 25% of the value of a home, or adding more than 20% to the Gross Square Footage of the home shall be \$425.00 and will include one site review after completion.

Any reviews required after completion of the Construction Document review, typically due to changes by the owner, shall be \$150.00 per review and any site visit required beyond those stated shall be \$150.00 per visit (including re-reviews).

4.5 **Compliance Security Deposit:** A \$2,500.00 security deposit for new home construction and large remodel projects, which exceed 25% of the value of the home or which adds 20% or more to the Gross SF, is required. Payment (checks payable to Waterleaf of Mint Hill Homeowners Association, Inc.) must be submitted with the Waterleaf of Mint Hill Architectural Review Form Two-Design Development to the address noted on the form. Exterior remodeling projects (interior projects are exempt) where a building permit is required and which are less than 25% of the value of the home, require a \$1,000.00 deposit. **The Contractor shall pay for the deposit from its funds.** The deposit is intended to protect the Homeowners Association from costs resulting from careless and/or negligent construction practices by the Contractor or Owner. If the total charges against the Compliance Security Deposit should exceed the initial deposit, an additional deposit must be submitted within 7 days of written notification or construction must cease. The security deposit is refundable in part upon completion of home construction.

A. Construction activities that may reduce Compliance Security Deposit refund:

Any and all costs incurred by the Waterleaf of Mint Hill Home Owner Association (WHOA) to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include WHOA expenditures to reseed, clean up, etc. the road rights-of-way, to repair road pavement, road shoulders and drainage swales near and in front of the subject lot, to perform maintenance on utility services and irrigation systems damaged by construction activities, to repair silt fences, to correct

deficiencies in the construction of the home (including deficiencies caused by non-compliance with these Guidelines), to secure the home or the site during construction, to place a fine or lien on the home, or to supplement an incomplete landscape plan.

B. Contractor right to make repairs:

Before the WHOA begins a repair that reduces a refund, the Contractor or Owner will receive one notification letter stating the specific violation that must be corrected and the time table permitted for the correction. Where damaged areas are fully restored to the pre-construction condition by the Contractor or Owner within the prescribed time period, as determined by the WHOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the WARC or HOA Board will be required to authenticate quality of the repair.

C. Approval of final amount of refund (where damage to community property is an issue):

The final amount of the deposit refund will be determined by the WHOA at a regularly scheduled meeting once the third onsite visit, as described in *Article 4.10*, has been completed, and the Contractor or Owner has notified the WHOA of completion of the third visit at least five business days prior to the meeting. Owners or Contractors may attend and have an opportunity of up to five minutes to present their objections to any withholding of their full refund. The Board of Directors may deliberate the final determination in a closed session and will notify the Contractor or Owner of its decision in writing.

ALSO SEE ARTICLE 9 – NOTIFICATIONS - FINES FOR VIOLATIONS

- 4.6 **Review Period:** For each phase of the three step document review process, properly executed applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response will be sent by e-mail to the registrant typically within ten (10) business days of receipt of the complete materials to the WARC. The letter will give the status of the submittal as follows:
“**Approved**” – The entire submittal is approved as submitted.
“**Approved With Conditions**” – The submittal is not approved as submitted, but approved conditional on the owner correcting the objectionable features identified by the WARC. The Applicant must correct the plan’s objectionable features or segments, and the Applicant may be required to resubmit all or a portion of their documents in order to receive approval prior to commencing the construction or alteration.
“**Not Approved**” – The submittal is rejected. The WARC will provide comments, but is not required to do so at length or for all objections. Therefore, comments should not be construed to be the sole reasons for rejection.
- 4.7 **Submittals Retained:** All approved submittal items are retained by the WHOA for record purposes for a limited period of time only. The WARC should not be considered the perpetual holder of your records. Owners are expected to retain copies of all records associated with their home.
- 4.8 **Variances:** Variances may be granted in some extenuating circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing to the WARC and as part of the Design Development review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The WARC shall have the power to grant a variance from strict compliance to these Guidelines in such circumstances, so long as the variance does not result in a material violation of the CC&Rs or governmental regulations. No variance shall be effective unless acknowledged and approved by the WARC in writing.

NOTE: The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of governmental authorities. It is the responsibility of Owner/Builder to obtain all necessary permits and approvals.

- 4.9 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the WARC or the WHOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the WARC, the WARC shall notify the Owner and Builder in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the CC&Rs and these Guidelines.
- 4.10 **On-site reviews:** Each lot Owner is required to call for three separate reviews from the WARC during the construction of the home.

Pre-Construction Site-Staking: Prior to commencement of clearing, grading or construction the Owner shall: stake-off the location of the home site and driveway; clearly mark all areas to be cleared, including flagging all trees to be saved, for inspection/approval by the WARC; install construction fencing and where practical, stone drive. Upload ***Major Project Form Five*** to the review site to schedule the inspection. Allow a minimum ten (10) business days' notice. For this review, place a ribbon along the path of the intended silt fence so that it may be evaluated for potential damage to roots of trees that should be saved. **DO NOT DIG THE GROUND TO EMBED THE SILT FENCE PRIOR TO APPROVAL OF THE WARC.** Physical Samples must receive approval from the WARC prior to installation of any finished materials on the home.

Sample Board Requirements: All exterior materials of construction shall be approved prior to installation on the home. This may be accomplished in one of two ways.

1) The lot Owner shall have installed at the time of the site staking on-site review a sample board demonstrating the material selections for all exterior wall, roof, and trim materials, including gutter color samples. The board shall be placed near the curb, face the street and be maintained through the construction completion review. It shall be constructed of a single piece of plywood mounted vertically on two 4x4 posts, and have the lot number in 3" high numerals on a post facing the street. No other sign is permitted on the board. The board shall be at least 32" wide and of adequate height to devote 16" vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials which shall be installed at a 12:12 pitch with a 12" overhang distance for installation of the fascia and soffit materials. Materials shall be placed on the board in the order they will appear on the home. The sample board should be retained until after the final on-site review, but to facilitate final completion of the home, may be removed at the time when finished grade is prepared with components of the board made available for inspection by the WARC at the final review.

2) As an alternate, the contractor shall have the full sample board available prior to commencing framing. A separate review fee of \$150 will be assessed for each additional site visit required for sample board review. Other requirements from option 1 for the board and its final disposition apply herein. **NO WALL MATERIALS WITH PREDOMINANT COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL BE PERMITTED.**

Dry-In: Once the home has the roof, windows and doors installed, and house wrap on the home, the lot Owner shall notify the WARC requesting a dry-in review. The lot Owner shall retain manufacturers' labels on windows and doors and shall keep on site roofing material packaging for verification of proper shingle. Allow a minimum ten (10) business days' notice. Construction does not need to cease while awaiting the Dry-in Review.

Construction Completion: Once the home is complete and landscaping is installed, the lot Owner shall notify the WARC for a final site visit similar to pre-construction notification. Allow a minimum ten (10) business days' notice

- 4.11 **Time to Complete:** If no maximum time period is specified in the approval or any other agreement, construction shall be completed within twelve months of its commencement. The Applicant may request an extension of such maximum time period not less than thirty days prior to the expiration of the maximum time period, which the WARC may approve or disapprove, in its sole discretion.

- **Note: Provide expected milestone dates on *Construction Document Checklist*.**

If construction is not completed on a project within the period set forth in the approval or within one year, or within any extension approved by the WARC, the project shall be deemed to be in violation of the CC&Rs and these Guidelines, with remedies enacted in accordance with NC Statutes 47F.

- 4.12 **Approval and Changes after Approval:** Written approval of home construction plans is required prior to commencement of any clearing, grading or construction. WHOA dues must be current and all other fees must be paid before submittals will be considered by the WARC.

Where more than one lot is controlled by a single entity, approvals to commence construction will not be granted when outstanding compliance issues exist from previously approved submittals.

All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the Construction Document approval of plans must be submitted to and approved in writing by the WARC prior to implementation. Close cooperation and coordination between the Applicant and the WARC will ensure that changes are approved in a timely manner. If Mecklenburg County or any other authority having jurisdiction requires that changes be made to Construction Documents previously approved by the WARC, the Applicant must notify the WARC of such changes and receive approval from the WARC prior to implementing such changes.

- 4.13 **Review of Modifications:** The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property (after approval by the WARC has been granted) shall require the submission of a Major Project Form Two to the address noted on the form. Submit ***Major Project Form Two*** for ***the Design Development Submittal*** and once again for the ***Construction Drawing Submittal***. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon with the WARC as stated on ***Construction Document Checklist***. The review fee for modifications and other improvements shall be as stated in ***Article 4.4***.

- 4.14 **Items Requiring Minor Project Approval:** The WARC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review. Use the form provided herein to request a ***Minor Project*** review where applicable, as follows:

Examples of Minor Projects:

- 1) Children's play equipment. To be approved it should not extend across side yard or rear yard setbacks, should be screened from neighboring property with shrubs and trees and anything above six feet in height finished in natural colors as opposed to primary colors.
- 2) Garden walls composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing or facing a common area and is less than or equal to five feet tall. It must be installed with masonry or stone top cap and water proofing to prevent efflorescence.

- 3) The addition of a patio or masonry fireplace to the rear of the home which is at grade level and does not extend across side yard or rear yard setbacks. Masonry must complement the masonry of the home and the fireplace may not be more than eight feet wide nor eight feet high. A pool addition or vertical structure is considered a major project.
- 4) Landscape elements that are in addition to items in the initially approved landscape plan or are an enlargement or reduction of a previously approved landscape plan.
- 5) Permanently installed basketball goals.
- 6) Satellite dishes installed on poles. Units should not exceed eight feet in height and must be installed in side yards not facing the street or rear yards and must be fully screened with shrubs or trees. Satellite dishes must not extend across side yard or rear yard setbacks and must not be installed on a roof visible from the front of the home or exposed on the roof visible from common areas or ponds.
- 7) Any ground level permanently installed patios in the rear of the home providing it does not extend across side yard or rear yard setbacks.
- 8) Visually permeable fencing composed of black wrought iron or similar black aluminum rail and not taller than five feet in height
- 9) Vegetable (food product) gardens larger than 200 SF in area or placed in areas other than a rear yard.
- 10) Yard ornaments visible from the front of the home or from a common area, lake or pond.

ARTICLE 5 – CONSTRUCTION SITE REQUIREMENTS:

- 5.1 **Setbacks:** All homes must meet setback requirements, as set forth in the recorded plat, deed restrictions, WHOA documentation and governmental regulations. The WARC reserves the right to require alternate setbacks, to be determined at time of the WARC review, in order to articulate and provide streetscape differentiation to all proposed homes, or to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.
- 5.2 **Construction Signage:** After receiving written approval of home construction plans submitted to the WARC in accordance with **Article 4.12**. Home Builder signs shall conform to the following:
- No sign shall be larger than 18”x 24” in size.
 - One construction permit box is allowed to be installed on the back of the sample board.
 - One general contractor sign is permitted and shall be removed following receipt of the Certificate of Occupancy. No subcontractor signs are permitted.
 - One “For Sale” sign is permitted, and is required to have the Waterleaf of Mint Hill Logo. See final page of this document for example of sign and location to purchase.
- No additional subcontractor or vendor signs are permitted on site, and no signs may be placed on trees. The Architect or Designer may be recognized on the sign.
- A Home Builder sign must be removed within thirty days after the sale or conveyance of the home to the first resident.
- 5.3 **Construction Fencing:** Before beginning construction, black silt fencing, minimum 36” high, must be installed along the edge of the street pavement, across the entire width of the lot to prevent the parking of vehicles on the road shoulders. Prior to installing this fence, a ribbon shall be placed along the proposed location so that it can be viewed at the time of site staking. If the Owner does not have the Builder install such fencing prior to the beginning of construction, then the WHOA will install the fencing and bill the cost to the Owner. This fencing must be maintained throughout the construction period and removed at the time of the Final Review when Compliance Security Deposit issues are reconciled. The contractor or owner shall be responsible to contain all storm water and silt runoff from the site. Other containment means may be necessary and should be applied if necessary. The WHOA reserves the right to clean up any silt or redirect

water flow if necessary to protect or clean community assets, including streets, grassed areas, storm water piping and ponds at the expense of the owner, with costs of such action withdrawn from the compliance deposit for the home.

- 5.4 **Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be comprised of a minimum of five inch (5") deep by twenty (20') feet wide by fifty (50') feet long 3-4" Coarse Aggregate, or as needed to assure mud is not tracked onto roadways. The stone should be placed in a manner to provide off street parking for construction vehicles. No materials or heavy equipment of any nature are to be unloaded or stored in the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks. All vehicles must park so as not to impede traffic or damage vegetation.
- 5.5 **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. No temporary structure, housing, storage building, office or trailer of any kind shall be erected or placed on the lot during construction. Adjacent properties are not to be used in any manner, including vehicle parking, for the construction of the approved dwelling without written permission from that lot owner and a copy submitted to the WARC for its records. Any damage to an adjacent property shall be repaired by the owner of the approved home prior to final inspection and release of Compliance Security Deposits by the WHOA. Turf areas disturbed shall be restored. Restoration shall include raking the area clean to remove all debris, tilling the soil to a depth of three inches minimum, seeding and stabilizing with sterilized straw. The Builder or owner shall be responsible for germination and growth of grass until it is fully stable.
- 5.6 **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the WARC, to be preserved must be left undisturbed during construction. Prior to beginning construction the Builder must erect wire or plastic environmental barriers to protect these natural areas. It will be the financial responsibility of the Owner/Builder to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.
- 5.7 **Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. No dumpster shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the WARC. Fabricated wood or wire bins will not be permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. In addition, the following clean up rules shall apply:
- At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in the trash dumpster.
 - At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be put in the trash dumpsters.
 - Dumpsters must be emptied within three days of being filled to the top edge of the container.
- 5.8 **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed within the lot boundary and the side yard setbacks, with the door facing away from the street.
- 5.9 **Fires and Blasting:** Fires and burning are not permitted on construction sites under any circumstance. Using any explosive materials during construction (for example, to remove rock) is prohibited.
- 5.10 **Drainage:** Water runoff for each individual building site must be handled by adequately sloping all areas so that runoff is directed to the natural drainage areas or storm drainage facilities of each lot Owner.

5.11 **Street Cleaning and Construction Parking:** To uphold the aesthetic integrity of the community, roadways adjacent to construction sites may need to be cleaned from time to time. The lots under construction that are observed by the WARC or Association Manager to have placed mud on the street, which is not attended to by the contractor will be cleaned by the WHOA. Cleaning fees will be deducted from the Compliance Security Deposit.

BUILDER IS EXPECTED TO KNOW WHEN THEIR WORK HAS RESULTED IN MUD AND EXCESSIVE DIRT ON THE STREET. THEREFORE PRIOR NOTIFICATION MAY NOT BE PROVIDED.

Construction parking must be kept to one side of the street. 18 inch metal posts shall be installed six (6) to eight (8) ft. apart on the opposite side of the street, the full length of the property under construction, having a continuous ribbon run between posts to restrict parking on a cross street lot. Confirm that the irrigation system on that lot will not be damaged by the installation of the posts.

5.12 **Excavation Material:** Builders must ensure that all excavation is kept within the confines of their lot. Effective erosion control must be used. Washed stone shall be used where vehicles will enter and exit the lot to prevent mud from being tracked onto the street surface. Any spillage on a road, land, sidewalk or neighboring lot must be removed immediately or the WHOA will arrange for its removal and invoice the expenses.

5.13 **Damage to Curbs and Sidewalks:** Each General Contractor is responsible for inspecting the condition of curbs and sidewalks, street lights, services, etc. on his lot and must submit written notice of any damages to the WHOA prior to commencing construction; otherwise costs for repairing any damages becomes the sole responsibility of the Builder/Homeowner.

5.14 **Construction Completion:** Construction shall be completed within one year from the start of construction unless otherwise approved by the WARC.

5.15 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours. The hours represent times when contractors may enter the neighborhood to commence work and when they will be fully out of the neighborhood at the end of the work day.

- Monday thru Friday: 7:00 AM to 7:00 PM.
- Saturday: 8:00 AM to 5:00 PM
- Sunday, or any Holiday officially observed by the State of North Carolina (New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day): 8:00 AM to 5:00 PM, with no construction permitted that results in noise heard on the exterior of the dwelling, or physical construction activity of any nature on the exterior of the dwelling.

ARTICLE 6 – BUILDING REQUIREMENTS:

6.1 **Architectural Standards:** The exteriors of all homes must be designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings. The landforms, the natural contours, local climate, vegetation, and views should dictate the building location, the building form, and the architectural style. The design of all structures shall be predicated on the principles,

ideals, and specific requirements, established in the Waterleaf of Mint Hill Guidelines. The WARC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted. No slab-on-grade construction or the appearance of slab on grade construction shall be permitted. There must be a crawlspace with a minimum clearance of 32" of at the lowest measurement.

The materials on **the interior of all homes** should reflect the high standards typical of a custom home in a premier neighborhood. Complete ***Major Project Form Three*** – Interior finishes as part of the **Construction Drawing** submittal.

Examples of Custom Home Features currently within the Waterleaf Community

Interior:

- Minimum 10 ft ceilings downstairs, 9 ft ceilings upstairs
- Luxury custom crown and trim moldings
- Oak handrails with wrought iron or decorative balusters
- Designer lighting package
- Pre-wired ceiling fans in all bedrooms
- Arched doorways
- Coffered ceilings
- Luxury carpet
- Solid oak 3 ¼" or 5" hardwood floors finished on site
- Solid Core Doors – arched, two panel, or four panel
- Elegant door package throughout
- Laundry room with custom cabinets, solid surface counters and wash sink

Kitchens

- Custom cabinets with roll out shelves and self-closing drawers
- Stainless steel appliances
- Pro style gas cook top
- Double ovens
- Warming drawer
- Pot filler
- Granite countertops
- Luxury faucets
- Tile backsplash with decorative accents and patterns
- Decorative vent hood

Bathrooms

- Title showers and tub surrounds
- Tile floors
- Master Granite countertop

Owner Suite

- Trey or volume ceiling
- Direct vent gas fireplace

- Master bath jetted tub
- Large tiled showers with dual shower heads and 3/8” frameless glass surround
- Custom cabinets with granite counter tops
- Framed mirrors
- Large walk-in custom closet

Mechanical

- Gas Appliances, Gas Heat, Gas Water Heating
- Security System
- Central Vacuum
- Direct vent gas fireplaces with custom mantles
- Pre-wired network system and surround sound

6.2 **Minimum Area Requirement:** The total square footage of residences shall be not less than 3,000 sq. ft. of heated living space for one story dwellings and 3,500 sq. ft. of heated floor areas for one and one half (1 ½) story or more, exclusive of garage, unheated storage areas and non-living space for dwellings. Dwellings on one and one half (1 ½) story or more shall contain not less than 2,000 sq. ft. of heated floor area on the first floor of such dwelling. A basement cannot be counted as part of the required Square footage.

6.3 **Story Limits:** No residence shall exceed three stories above ground level.

6.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least ten (10) vertical to (12) horizontal inches. Accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope, but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required.

6.5 **Exterior Wall Treatments:** The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces, except where noted as prohibited. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides. Note: No one elevation shall dominate the streetscape. Side elevations shall be at least one of the approved finishes and a blend is not required, however, acceptable. All elevations of the home shall be subject to the measurement standards.

- Brick, hardiplank, hardishake, natural wood or composite cedar shake, natural stone or stone veneer.
- Stucco and vinyl along with cultured stone are prohibited.
- Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
- Soffits must be of wood, composite or vinyl coated aluminum or vinyl.
- Facias shall be 6” minimum and shall be of wood, composite or aluminum trim. Aluminum fascia shall be heavy gauge in order to prevent ripples, commonly called “oil canning”.
- Synthetic/foam products (EIFS) are prohibited.
- Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and shall be 5” seamless powder coated aluminum to complement the soffit color. Down spout extensions shall be buried. Above ground down spout extensions are prohibited.
- Special attention is to be given to the treatment of exposed concrete foundation walls. Approved exterior finishes shall extend all the way to the ground on all home elevations
- Vinyl, Aluminum and Composite Wood (Masonite) are prohibited.
- The use of wood shall be limited to trim and accent materials only.

- Trim is required below the soffit and shall consist of a frieze of no less than 8” in depth.
- 6.6 **Exterior Colors:** Colors will be approved on an individual basis. Colors will not be duplicated on adjacent lots or directly across the street. Colors shall be consistent with other homes in the neighborhood. Neutral colors are recommended. Owners must submit for review and approval digital photos of samples of all exterior surfaces to the WARC showing color, tone and texture. All required samples shall be the actual finished material. Colors and finished materials must be placed on the sample board to obtain final approval for construction.
- 6.7 **Exterior Finish/Styling:**
- An emphasis on entranceways is a requirement. Covered porches shall be finished. Angles shall be square or arched. Columns shall be custom finished, decorative or stained. Unfinished wood or vinyl columns are prohibited.
 - If required by building code, porch and stair rails visible from the street shall be wrought iron or powder coated aluminum. Wood or vinyl rails are prohibited.
 - Entranceway steps viewable from the road shall be finished with brick, stone or stone veneer.
 - Entryways will be covered at the first level. The style, width, height and detailing of entryways will together create a sense of arrival.
- 6.8 **Roofing:** Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and must vary as opposed to being a single roof line. To provide a unifying theme throughout the development, the minimum pitch of the main structure shall be 10/12. Roof material shall be asphalt shingle 30 year life with architectural/dimensional design. Asphalt impregnated fiberglass shingles meeting the Guideline Requirements shall be equal to: Owens Corning: Duration; GAF: Timberline HD; CertainTeed Landmark Pro. Metal roofing is acceptable for accent, however are limited to porches and bay windows. Roof material colors shall be neutral and be consistent with other homes in the neighborhood. Exceptions require review and approval by the WARC.
- 6.9 **Roof Accessories, Equipment:** WARC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing, other than copper, must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.
- 6.10 **Windows, Doors, and Trim:**
- Wood or vinyl windows are permitted but must be quality double hung casement.
 - Single Hung windows are not permitted.
 - It is recommended that windows have vertical orientation and may be ganged together.
 - Rectangular or ellipse door transoms are pre-approved.
 - Small square, round and oval windows may be approved on a case-by-case basis.
 - Windows with screens must have full screens.
 - Multiples of double hung windows shall have a 4” mullion separating each.
 - Windows shall include real grills, simulated divided lites (SDLs) or Grill between the Glass (GBG) on all elevations. Window grills shall be rectangular in design. Grill pattern shall be appropriate to the style of the home and shall be illustrated on the elevation drawings submitted for review. Grills are required on street facing sides and may be installed on top panel only.
 - Windows should be clear glass or a low-e glass with a tint. Samples shall be submitted for gray and smoke glass colors for approval by the WARC.

- Windows must have prominent headers and sills. No window opening shall be devoid of a featured trim.
- Window screen fabric must be dark bronze or charcoal color.
- The WARC must approve security treatments for doors and windows; however, no “burglar bars”, steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
- No black out of windows is permitted.
- No signs shall be placed in windows.
- Curtain fabric, blinds or other interior material exposed to the exterior shall be neutral in color.
- Window opening must conform to window configuration. No infill material is permitted, such as stucco between the window head and the head of the opening.
- Main Entry Doors shall be substantial in appearance, and shall have a high quality and of a style matching the architecture of the home.
- Front entrance doors, single or pairs, shall be stained natural wood with six window panes minimum. Single doors shall have side lites, double doors require glass in each door leaf. Transoms and side lites are recommended. Entranceways shall be square or arched.
- All doors must be submitted for review.
- Side or rear entry doors shall not be plain panel. Finish shall be submitted for approval.

- 6.11 **Screens for Doors and Porches:** Front screen doors are not permitted. Screening is not allowed at the garage doors. Screen door design and color must match and be generally accepted as complementary to that of the entry doors of the house. Screens shall be professional fiberglass mesh system. Color is subject to WARC approval. Ceilings shall be finished painted or stained wood with crown molding. Floors shall be finished concrete, stamped concrete, tile, natural stone or other WARC approved materials.
- 6.12 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.
- 6.13 **Skylights and Solar Collectors:** ‘*Minor Project*’ approval is required from the WARC if added after the CO has been issued for any home. Skylight trim must be painted and glass must complement or match roof color and are prohibited on the front street elevation. Solar collectors must lie flat against the supporting roof and be consistent with the architecture of the home. The collectors must be appropriate to residential use and not recreational vehicle grade or capacity. The WARC may require specifics as to the design and construction of such collectors prior to approval
- 6.14 **Ceiling Height:** Interior ceiling height on the first floor shall be a minimum of ten (10) feet, or varied with a minimum of nine (9) feet. Second floor ceiling heights shall be a minimum of nine (9) feet throughout.
- 6.15 **Utilities:** All utility lines serving the property will be placed underground. Utility meters shall be placed to the side or rear of the home. Meters located on the sides shall be screened by landscaping.
- 6.16 **HVAC Units, Heat Pumps and Generators:** HVAC units, heat pumps and generators must be located to the rear or side of the home to minimize the transmission of noise to adjacent properties, and units located on the side must be screened by landscaping. HVAC may be screened with evergreen landscape trees or shrubs. Evergreen shrubs shall screen the wall as if it were a foundation wall. Window air conditioning units and through-wall units are not permitted.

- 6.17 **Awnings & Overhangs: *Minor Project*** - The installation of awnings or overhangs requires WARC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Metal awnings are prohibited.
- 6.18 **Glass Block:** Glass block on the exterior of a dwelling shall be subject to WARC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim. Only one glass block per side or rear is permitted as long as side is not a street facing elevation. Grout must be an earth tone color approved by the ARC.
- 6.19 **Screen Porches/Patios & Sunrooms: *Minor Project*** - WARC approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements.
- Screened porches shall have finished post and trim painted to match the exterior of the home.
 - Screens shall be professional fiberglass mesh system. Color is subject to WARC approval.
 - Ceilings shall be finished painted or stained wood with crown molding.
 - Floors shall be finished concrete, natural stone, stamped concrete, tile or other approved materials.
- Note:** A \$75.00 review fee may apply if the WARC requires assistance to complete the review from a professional architect firm.
- 6.20 **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least three vehicles when garage doors are in the closed position.
- At least two garages shall be on the side of the main body of the home. The third garage can be adjacent to the other side load doors or can be front load when in a motor court design. Such garages shall be compatible with and complementary to the main residence in architectural style, material, color.
 - The garage and specifically the garage door (s) shall not be the focus of the main front façade.
 - Front entry garages are prohibited except where a single forward facing garage door is integrated into a design having a motor court or porte-cochere.
 - In the case of a motor court, it shall be defined by substantial masonry or stone piers matching the materials on the home at the entry. Sides of the motor courts shall be masonry to match the home, masonry piers with wrought iron or simulated wrought iron aluminum fencing between, or a landscaped screening wall with evergreen trees a minimum of 4-6 feet tall planted close enough to one another in a row so that branches touch at the time of planting.
 - Garage interior walls and ceilings shall be finished sheetrock, trimmed and painted. All garage doors shall be carriage style with windows.
 - The garage doors must be compatible with house in style. The garage doors must be similar in color as the exterior finish or when the garage front is brick or stone, the garage door may be the same color as the trim. Corners of the garage doors must be square or arched. Angled corners will not be permitted.
 - A maximum of 36" must be maintained between the top of the garage door and the eave line. Where the height exceeds 36", special detailing may be required.

- Gable ends will require appropriate detailing to soften the visual impact accordingly.

- 6.21 **Shutters:** Shutters shall be Board & Batten style. Operable shutters are permissible. Fixed louver and panel styles are prohibited. Where shutters are used they should match the configuration and dimension of the window they serve, even if only decorative.
- 6.22 **Chimneys and Fireplaces:** Chimneys viewable from the street must be constructed of brick or stone. Other chimneys may be constructed of brick, stone or stone veneer or encased with a shroud, using one of the two most predominant brick or stone materials used on the exterior of the home. All other style chimney flues must be to the rear of the home with no or limited streetscape visibility.
- 6.23 **Finished First Floor Elevation:** All homes shall be constructed on a foundation with a minimum crawl space clearance of 32 inches from the bottom of the joist to grade at all locations. Concrete slab on grade construction is limited to garages.
- 6.24 **Identical Elevation:** Similar or approximately identical elevation must not be repeated within the development. To be considered different, an alternative elevation must reflect substantial modifications. Repetitive use of elevations will be monitored to ensure interesting streetscapes. Where there is visibility at the rear, repetition must be addressed at both the front and rear elevations and buildings will be designed to avoid mirror image of units.
- 6.25 **Corner Lots:** Houses on corner lots require special design consideration. Flanking side and rear elevations shall have suitable front elevation treatment with roof slopes that complement the character of the home. All homes will be considered for corner lots based on their unique suitability to these locations. Homes will require variation in wall planes, substantial roof line between floors, appropriate wall heights, window placement and detailing.
- 6.26 **Driveways/Walkways:** Driveway must be constructed of concrete or exposed aggregate and shall be natural in color. Driveways must be a minimum of twelve (12) feet wide and have a minimum 15 foot long apron. Stamped concrete, decorative pavers or exposed aggregate in a neutral color must be used on driveway aprons and on drives if not concrete. Asphalt, gravel, and plain poured (smooth finish) concrete driveways are prohibited. Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the WARC and all requirements of the NC Department of Transportation. A concrete culvert must be installed where the driveway crosses the drainage swale. Front walkways or patio areas must be constructed of concrete or exposed aggregate and shall be neutral in color. Walkways or patio materials shall be selected to match the appearance and style of the residence. Semi pervious pavers are encouraged where practical, but must be maintained at all times. Community sidewalks shall be repaired to the same standards and appearance of the original installation.
- 6.27 **Exterior Lighting:** WARC approval is not required for exterior lighting if lighting is installed in accordance with the following guidelines: Exterior lights shall be conservative in design and as small in size as is reasonably practical. Exterior lighting shall be directed toward the house and be of low wattage to minimize glare sources to neighbors and other Homeowners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Low voltage (12 volts) lighting is preferable to conventional house-voltage systems because of its safety advantages. Any deviation from the aforementioned guidelines or use of high-wattage, spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) requires WARC approval. The WARC may take into consideration the visibility and style of the fixture on the home. Light fixtures must complement the architectural style of Waterleaf of Mint Hill and the specific home and landscaping. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible

by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations. Post mounted light fixtures will be considered on an individual basis. Spillover of light on to neighboring property must be avoided and lights shall be shielded where necessary.

- 6.28 **Walls & Fencing: *Minor Project*** - Landscape Walls, Screen Walls and Fences: Landscape walls shall be walls used to retain earth and shall be constructed of Keystone Block, concrete faced with stone, stone, brick or other permanent non-organic material approved by the WARC. Screen walls shall be walls attached to the home to screen areas as required by the WARC or the Guidelines such as HVAC and Pool equipment and in some instances, garage doors. Fences shall be barriers around pools or yards to provide privacy. Said fences shall be five (5) feet tall. Fences are not permitted in yards in front of the rear plane of the home. Fences shall be iron or aluminum rail in black color. Wood, masonry and plastic fences are not approved. Retaining walls may be no higher than six feet above existing grade on the lower side. Fences shall not contain barbed wire, razor wire or be electrified. Chain link or welded wire fences are not permitted. Double fencing is not permitted. Fencing shall be placed either along the property line or a minimum of five feet off the property line when not intended to be a full yard fence. Approval is required from the WARC if added after the Certificate of Occupancy (CO) has been issued for any home.
- 6.29 **Patios & Decks: *Minor Project*** - Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Decks and patios shall be constructed of materials that are generally acceptable as complementary to the residence. Deck pickets shall be decorative powder coated metal. Deck foundation columns shall be masonry with brick or stone finish. Although wooden portions may be used to accent a patio improvement, no wooden decks or patios of any type or form shall be permitted. Decks and patios shall be designed and installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property Owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Approval is required from the WARC if added after the CO has been issued for any home.
- 6.30 **Mailbox:** Mailboxes shall be uniform throughout the community. Only the mailbox type, size and color approved by the WARC may be used and it must be installed according to US Postal regulations. All Waterleaf of Mint Hill mailboxes shall be of similar look, style, size and black in color. All mailbox post must contain no more than one mailbox and must also contain a newspaper holder beneath the mailbox in black color. Address numbers must be gold in color and no less than 2 inches in height and no more than 3 inches in height unless otherwise required by the United States Postal Service. All new or replacement mailbox post installations must be submitted for HOA review and approval prior to installation. Information can be obtained from Carolina Mailboxes or the HOA. Driveway reflectors and markers are prohibited. Additional mailboxes are not permitted.
- 6.31 **Additions, Modifications & Expansions:** Any addition, modification, expansion or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the WARC for approval. Please note that major or minor project approvals are required for most modifications. The Guidelines identify in each section what approval level is required for exterior modifications after a home receives its Certificate of Occupancy (CO). Interior modifications after CO do not require WARC approval.

ARTICLE 7 – ADDITIONAL REQUIREMENTS:

- 7.1 **Hot Tubs and Saunas: *Minor Project*** - WARC approval is required for the installation of any hot tub, Jacuzzi, sauna, or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that is not immediately visible to adjacent property owners, and the street, and shall not create an unreasonable level of noise for adjacent property owners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring units by a masonry wall complementing the architecture of the home so as to screen noise from neighboring properties, such screening to be in accordance with these Guidelines and shown on plans to be approved by the WARC. All issues of safety and liability shall be the sole responsibility of the property owner and not the WHOA, its agents or assigns.

Applications for hot tubs, Jacuzzis, saunas and spas shall be accompanied by a screen or fence plan and a plot of the property with the improvements indicated thereon and evidencing compliance with the above criteria.

- 7.2 **Pools: *Major Project*** - WARC approval is required for the construction or installation of pools. Pools must be located in the rear yard and must be an integral part of the residence and landscape. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a masonry wall complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Screening shall be submitted to and approved by the WARC. Above ground pools are prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the WHOA, its agents or assigns. Child wading pools no deeper than 2 feet tall and no wider than 10 feet in diameter will be allowed during appropriate weather and must be emptied and stored when not in use.

- 7.3 **Accessory Buildings: *Minor Project*** - Owners shall obtain WARC approval prior to construction of any accessory building or permanently installed playhouses, gazebos, green houses, etc. whether built during initial construction or after. Accessory buildings shall meet the following criteria:
- a. An accessory building must be of the same color, material, and architectural style as the main residence, or of color, material, and style that is generally recognized as complementary to that of the main residence. As accessory building's roofing materials shall match those of the main residence.
 - b. Any utilities servicing accessory buildings shall be installed underground.
 - c. Accessory buildings generally shall be located in the rear one third of the yard as long as it does not front onto a street, shall be incorporated as an integral part of the landscape plan.
 - d. Freestanding metal utility sheds or storage sheds are not permitted.
 - e. A playhouse or playground equipment shall be considered an accessory if it measures more than 30 square feet, is more than 6 feet high from peak to ground, or is constructed on a concrete slab or footing. All playhouses and playground equipment must be located in the rear yard and screened from view from adjacent properties and the street. Playground equipment must be constructed with natural colors with no primary colors permitted that are not fully screened. Tree houses are not permitted.
 - f. Dog houses, dog lots, dog runs, and dog kennels are not permitted.
 - g. Accessory buildings may not be occupied or have living quarters or garages.

- 7.4 **Recreational Equipment: *Minor Project*** - All recreational equipment, including, but not limited to, tennis courts and synthetic playgrounds must be approved by the WARC prior to installation on any lot. No trampolines or moveable recreational equipment is allowed. The WARC may require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed closer than 15' from any property line, unless fully screened from view of adjacent properties. Permanent basketball goals must have a professional looking metal pole, concrete foundation and tempered clear fiberglass or Plexiglas backboard. All parts must be maintained. Applications

for the placement of equipment must include a detailed site plan including dimensions and show paved surface. Equipment specifications must also be submitted for review.

- 7.5 **Birdbaths, Birdhouses, and Bird-Feeders: *Minor Project*** - WARC approval is not required for the rear yard installation of a birdhouse or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or street facing side yard is not permitted.
- 7.6 **Flags and Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties, except for flags and flag poles installed by or for the WHOA at amenity sites. Owners may attach one official flag of the United States of America and/or one State of North Carolina flag to their home without the approval of the WARC, providing that the flags do not exceed 4' x 6'. No other flags are allowed.
- 7.7 **Fountains: *Minor Project*** - WARC approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry.
- 7.8 **Ornaments and Statues: *Minor Project*** - Lawn ornaments, statuary and outdoor sculpture greater than 24 inches tall must be submitted for WARC approval in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind a privacy wall must be placed so as to not be visible from adjacent lots. Owners may display holiday decorations on their property if the decorations are of reasonable size and scope and do not disturb other Owners and residents by excessive light or sound emission or by causing an unreasonable amount of spectator traffic. Decorations should not be displayed earlier than 30 days prior to the holiday and must be removed within 30 days after the holiday.
- 7.9 **Other CC&R Requirements:** All other items as set forth within the Waterleaf CC&Rs.

ARTICLE 8 – LANDSCAPING REQUIREMENTS:

- 8.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Waterleaf of Mint Hill and reflect the community's emphasis regarding the value of open spaces, natural land forms, and landscapes. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living. Consultation with a landscape architect or designer is recommended in order to achieve the most appropriate balance of plantings and arrangements that will complement your home. Special consideration should be given to the following aspects of landscape plantings.

All landscaping shall be maintained to a high profile lawn standard after initial installation.

- A schematic Landscaping Plan showing plants, shrubs, trees etc. must be submitted with the WARC schematic review application.
- To coordinate with the site inspection schedule, prior to Dry-In review and to avoid and additional review fee, a Detailed Landscaping Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, , and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval. Extent of the planting beds shall be noted as well.
- Ample plant material shall be installed on sides viewable to the street.
- A mix of hardwood trees, evergreen trees, evergreen foundations and flowering trees is encouraged

- Yards, hedges, plants and shrubs shall be maintained in a neat and trimmed condition at all times.
- Fescue is required on all disturbed areas.
- Beds shall be covered with natural materials such as pine mulch. All other materials shall be submitted to the WARC for review and approval.
- Irrigation is required for all grassed and landscaped areas.
- Landscape lighting is permissible. Wiring shall be buried. Above ground wires of any type are prohibited. Pole mounted yard lights are prohibited.
- Landscaping shall be completed prior to occupancy. With approval by the WARC exceptions may be granted due to extreme weather conditions for up to 90 days.

8.2 **Lawn and Groundcover:** Areas should be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Yards shall be natural Fescue grass. Sod is required in the front and side yards and all other disturbed areas. An automated irrigation system is required in the front and side yard. Sod and automated underground irrigation is strongly encouraged in the rear yard. No fruit bearing, tropical or desert trees or bushes can be planted in the front yard. Planting areas must be mulched with black or brown mulch and/or decorative landscape stone. Use of pine needles near the home is discouraged due to fire hazards. Note: All landscaping shall be maintained to these standards after installation.

8.3 **Lawn and Grounds Maintenance:** All lots without dwellings will require regular cutting and maintenance of any natural or planted vegetation on the lot back to the tree line. No vacant lot vegetation other than trees or shrubs shall exceed 12". Debris or other materials must be removed. Vacant lots should be edged around sidewalks and street. All grass clippings must be removed from the sidewalk and street and any weeds between sidewalks and/or between curb and asphalt must be removed. All lots with dwellings require regular lawn cutting to ensure a presentable appearance consistent with the rest of the neighborhood. Lawns must be edged along all hardscapes including sidewalks, driveway and street and all grass clipping must be removed from the sidewalks and street. Any weeds between the hardscapes including between the curb and asphalt must be removed. All shrubbery and landscaping shall be pruned as necessary and trimmed in both spring and fall.

8.4 **Property Owner Lot Markers:** Waterleaf of Mint Hill property Owners may place one lot marker on a vacant lot to identify the lot number. A lot marker must be made from a 4" x 4", treated lumber post and may not be stained a color, but may be sealed with a clear sealant. The top of the marker shall have a decorative copper cap. The numerals on the lot marker must be metal, each 3" tall, black in color, and run vertically down the post. Markers are to be placed at the cut line (where mowing stops) at the approximate center of the lot and extend two feet above the ground. No lot numbers may be painted on road curbs.

ARTICLE 9 – NOTIFICATION – FINES FOR VIOLATIONS

9.1 **Notification:** Whenever a violation of any provision of the Architectural Guidelines or CC&Rs of Waterleaf of Mint Hill occurs, the WARC through the Association Manager or the WARC professional consultant will notify the Owner of violations by means of personal service, email, mail or certified mail with a copy sent to Builder of record.

The notifications will state the violation and give the Owner/Builder ten (10) days in which to remedy the violation.

9.2 **Fines:** Fines applicable to an owner will be assessed in accordance with the CC&Rs and Chapter 47F of the North Carolina Planned Community Act.

Fines for Contractors who are not owners of the property under consideration shall be administered as follows:

- For allowing trash to accumulate on the site and or spill over onto neighboring properties, or for leaving mud on the street at the end of the week: \$100 per day.
- For blocking road access to any owner or other service vehicle: \$100 per observed incident.
- For failure to maintain the silt fence allowing silt to discharge into the community storm water system, \$200.00 per day, which may be increased if additional remediation is required.
- For working outside of permitted hours on any given day: \$100 per hour or fraction thereof.
- For violating the Sunday or holiday working restrictions: \$500 per day
- For commencing any construction activities prior to the review and written approval of the Architectural Review Submittal by the WARC: \$500.00. Additional fines of \$100 per day can be assessed if construction continues without WARC approval.
- For other violations of the Guidelines not mentioned herein, fines will be levied at the actual cost of the corrective action plus any HOA expense.

ARTICLE 10 – COMMUNITY OBSERVANCES:

10.1 Common Areas

Except with the prior written permission of the WARC, Builders and subcontractors are not allowed in the Common Areas or allowed on any vacant lots in the community.

10.2 Speed Limits

The speed limit for Builders, subcontractors and construction vehicles is fifteen mile per hour (15 MPH).

10.3 Firearms and Illegal Substances: No contractor, subcontractor or worker may openly display, at any time, while on Waterleaf of Mint Hill community property, a firearm of any nature. The possession of any illegal substance is also prohibited. In the event of an infraction, local law enforcement will be called in order to have the offender removed from the community.

SITE SURVEY CHECKLIST

The following information is required to be on your lot survey:

Your lot survey should be submitted along with a copy of this list with your Schematic Review and with the Design Development or Construction Document Review if changes are made after the Schematic Review.

SHOW ON THE PLAN:

- ___ Waterleaf infrastructure to include all improvements, roads, ponds, utilities on or immediately adjacent to subject property. Identify the recorded plat and lot number.
- ___ Property lines with dimensions and bearings and a north arrow.
- ___ Streets, setbacks, right of ways, easements, utility stub-outs, flood zones and all other pertinent information from recorded documents.
- ___ Outline (footprint and eaves) of the proposed home, porches, steps, patios, walkways and driveway(s).
- ___ Contours at two-foot increments. Illustrate elevation above sea level and show benchmark referenced to some 'called' point on site that will remain undisturbed. Show existing contours as dashed lines and number the contours with an elevation designation every ten feet of change.
- ___ Show proposed finished contours with solid lines.
- ___ All existing hardwood trees with a caliper of 12" or greater and all existing Pines with diameter of 30 inches or over.
- ___ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- ___ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- ___ Distance of the home most immediately across the street from the road curb to forward most feature of the home.
- ___ Total planned footprint of the home on the site and total square footage of the site.
- ___ Seal of the licensed surveyor with a signature and date.

The surveyor shall release drawing for use and provide a digital copy for the WARC review.

SCHEMATIC CHECKLIST

Provide this page with your Schematic Review submittal. Confirm that you have included each item below by initialing beside each required document.

- ___ (1) A copy of **Major Project Form One** that you submitted to the Association Manager.
- ___ (2) A copy of the site survey as described on the Site Survey Check List.
- ___ (3) Floor plans showing heated and unheated square footage.
- ___ (4) A roof plan indicating pitch.
- ___ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- ___ (6) A copy of this page of the Guidelines with your initials on the lines to the left.
- ___ (7) On each drawing provide architect or designer name, email address and phone number.
- ___ (8) Schematic Landscape Plan

SUBMITTED BY: (print name) _____

POSITION (Owner or Contractor) _____

DESIGN DEVELOPMENT (DD) CHECKLIST

Use the following as your check list, initial each and upload this page with your submittal

- _____ (1) A completed Waterleaf **Major Project Form Two** and **Major Project Form Three** (page 1 & page 2) in digital format. Indicate all finished materials to be used as to manufacturer and style.
- _____ (2) A completed Contractor Reference **Major Project Form Four** in digital format
- _____ (3) Design Development Floor Plans and Elevations in digital format including:
 - a. Floor plan: Indicate all rooms, and sizes, along with square footage of the total heated area and square footage of unheated area. Note method of SF calculation. Show the finished floor elevation (FFE) of the first floor.
 - b. Roof plan indicating slopes and finish materials.
 - c. Elevations: Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade with respect to the topography.
 - d. A fully detailed wall section from foundation to roof and through a window, showing all significant elements of construction including flashing, air and water barriers.
 - e. A transverse and longitudinal section through the front entry and front door.
 - f. Additional key details needed to clarify significant features of the design.
- _____ (4) Design Development Site Plan if changes are made to original submittal.
- _____ (5) Tree survey. Denote trees to be removed.
- _____ (6) Photographs in digital formats documenting the existing conditions of the lot prior to clearing/construction. Photos shall be provided showing the following:
 - a. Road surface, road shoulder, and drainage ditch along the entire portion of the lot abutting the street. These photos may be necessary to confirm that road or curb damage existed prior to construction.
 - b. The entire width of the lot and its trees/vegetation as viewed from the street and as viewed from the approximate center of the lot facing the rear of the lot.
- _____ (7) The WARC reserves the right to require the submittal of other information, data, drawings and samples as deemed necessary. Submit all required items as directed by the Association Manager.
- _____ (8) Include any request for a Variance at this time. Typically, a Variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements.
A variance request is attached ____ **yes** ____ **no**.
- _____ (9) Submit **Major Project Form Two** to the Association Manager.
- _____ (10) A copy of this page with your initials on the lines to the left and **item 8 checked, yes or no.**
- _____ (11) Submit Fees denoted on **Major Project Form Two**, with checks made to "Waterleaf HOA."

Other data: The WARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

CONSTRUCTION DOCUMENT (CD) CHECKLIST

*Use the following as your check list, initial each
and upload this page with your submittal*

(Use the following as your check list, initial each and upload this page with your submittal)

- _____ (1) A re-submittal of Waterleaf Architectural Review Submittal **Forms Three** (including page 3) **and Four**.
- _____ (2) A copy of this page with your initials on the lines to the left.
- _____ (3) Floor plans: Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor. Submittals without indicating finished floor elevation (FFE) of the first floor will be rejected.
- _____ (4) Roof plan: Indicate slopes, pitches, hips and gables and materials of construction.
- _____ (5) Elevations: Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show elevations corrected with respect to adjacent grade. Indicate floor to floor heights.
- _____ (6) Typical Wall Sections: The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. One wall section must be cut through a typical window and a typical door.
- _____ (7) Details: Provide details of all unique conditions on the home.
- _____ (8) Construction Document Site Plan in digital format. Note all features on the site which will be seen on the exterior of the home. Denote area to be cleared (up to 20' past building line).
- _____ (9) Curb elevation and elevation at rear property line should be clearly denoted.
- _____ (10) Detailed Landscaping Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, , and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. Submit this drawing prior to the Dry-In review to avoid an additional review fee, and no later than one month prior to installation.
- _____ (11) Drainage Plan in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
- _____ (12) Samples in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, shutters, medallions, chimneys, doors, lighting, and all other materials that will be seen on the exterior of the home and site.

EXPECTED START _____ EXPECTED DRY-IN _____ EXPECTED FINAL _____

Other data: The WARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MINOR PROJECT APPLICATION**

(ONE PAGE)

Submit this form for Minor Projects (only)

**SUBMIT THIS FORM ONLY, TO:
WATERLEAF OF MINT HILL HOA**

c/o Bob Martin, 9535 Bales Lane, Charlotte, NC 28227

REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.

All submittals will be digital and must be uploaded to the WARC review site

COMPLETE THE FOLLOWING:

Lot Number: _____ - M (Project will be registered by lot number with – M in suffix)

Lot Street Address _____

Registrant Name (primary contact): _____

Registrant e-mail address: _____

Registrant Telephone: (____) _____

Lot Owner (if different): _____

Lot Owner e-mail address: _____

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE
WATERLEAF OF MINT HILL ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED
BELOW.**

Lot Owner Signature _____ Date: _____

Once you are logged onto the review site, upload a description of your proposed work or a graphic to the review site. The review period may take up to ten days. The registrant will be notified by email from the review site of the ARC determination.

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM ONE - SCHEMATIC REVIEW
(ONE PAGE)**

**Submit this form to:
WATERLEAF OF MINT HILL HOA
c/o Bob Martin, 9535 Bales Lane, Charlotte, NC 28227**

**(DO NOT SUBMIT YOUR DRAWINGS WITH THIS APPLICATION ...
YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)**

COMPLETE THE FOLLOWING:

Lot Number: _____ -S (Note to Association Manager, add -S to the lot number for the Schematic registration)
Lot Street Address _____
Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (_____) _____ Fax: (_____) _____ (w/area code)

Lot Owner: _____
Lot Owner e-mail address: _____
Owner Mailing Address _____
City: _____ State: _____ Zip: _____

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- I. Initials _____ Homeowner's fees paid to HOA for current year (include if not previously paid).
- II. * Initials _____ Main dwelling Schematic Review fee \$200.00 (only applies where current lot owner will not be the final occupant, or the registrant is not the owner of the property)

The Schematic Review process is limited to one review.

**OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO
THE WATERLEAF OF MINT HILL ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED
BELOW.**

Lot Owner _____ Date: _____

Registrant _____ Date: _____

ARC Chairperson confirms receipt of fees: _____ Date: _____

Print Name: _____

Fees Paid by: _____ Total Amount Paid: _____

Note: The Registrant will receive a password to access the review site. Once received, you should upload a copy of page 10 from the Guidelines, initialing that you are including the seven categories of items required for the Schematic Review.

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM TWO - DESIGN DEVELOPMENT REVIEW**

(ONE PAGE)

Submit this form and fees to initiate your Design Development Review

SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:

WATERLEAF OF MINT HILL HOA

c/o Bob Martin, 9535 Bales Lane, Charlotte, NC 28227

(Submittal of required materials shall be in the same manner as the Schematic Review)

COMPLETE THE FOLLOWING:

Lot Number: _____ (Note to ARC Chair, no suffix is needed on the lot number for this registration)

Lot Street Address _____

Registrant Name (primary contact): _____

Registrant e-mail address: _____

Registrant Telephone: (____) _____ Fax: (____) _____ (w/area code)

Lot Owner: _____

Lot Owner e-mail address: _____

Owner Mailing Address _____

City: _____ State: _____ Zip: _____

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- | | |
|--|---------------------|
| I. * Initials _____ Homeowner's fees paid to HOA for current year. | Enter Amount: _____ |
| II. * Initials _____ Main dwelling Architectural Review. See Article 4.4 | Enter Amount: _____ |
| III. * Initials _____ Compliance Security Deposit. See Article 4.5 | Enter Amount: _____ |
| IV. Initials _____ Other Review fee. See Article 4.4. | Enter Amount: _____ |

Total Enclosed: _____

* Require to be paid with the initial Submittal for any new dwelling.

HOA confirms receipt of fees: By: _____ **Date:** _____

Fees Paid by: _____ **Total Amount Paid:** _____

NOTE:

1) ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM.

2) AFTER RECEIVING YOUR LOG IN ACCESS INFORMATION, PROCEED TO UPLOAD PAGE 11 OF THESE GUIDELINES TO THE REVIEW SITE ALONG WITH THE REQUIRED INFORMATION CALLED FOR ON THAT PAGE.

3) ALSO UPLOAD FORM THREE TO THE REVIEW SITE. Complete applicable information.

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT – FORM THREE
PAGE 1**

**This form is required to be submitted with drawings at both the
Design Development and Construction Document Reviews
(TWO PAGES FOR DESIGN DEVELOPMENT - THIRD PAGE ADDED FOR CONSTRUCTION DOCUMENTS)**

This submittal is for ____ Design Development Review ____ Construction Document Review

_____ I am acknowledging inclusion of the Design Development Checklist from the Architectural Guidelines with this form for my Design Development Submittal.

Or

_____ I am acknowledging inclusion of Construction Document Checklist from the Architectural Guidelines with this form and the third page of this form for my Construction Document Submittal.

ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF THIS SUBMITTAL: _____ LOT #: _____

PROPERTY ADDRESS: _____

GENERAL CONTRACTOR IF KNOWN: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ARCHITECT/DESIGNER: _____

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL _____ COMPANY _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE HAS GIVEN PERMISSION FOR THE WARC TO COPY THEIR WORK FOR ITS USE: YES _____ NO _____

HEATED SQ. FT: 1ST FLOOR _____

2ND FLOOR _____

BASEMENT _____

OTHER _____

SUBTOTAL _____ (Heated)

UNHEATED SQ. FT.: SUBTOTAL _____ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): _____ (Under Roof)

TOTAL HEATED SF WAS MEASURED BY ____ NC Real Estate Guides ____ IBC STANDARDS, (see Article 5.2)

OPEN DECK? YES NO QUANTITY: TOTAL SQ. FT.: _____

PATIO? YES NO QUANTITY: TOTAL SQ. FT.: _____

COVERED PATIO? YES NO QUANTITY: TOTAL SQ. FT.: _____

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT – FORM THREE
PAGE 2**

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: _____ COLOR: _____ STYLE _____

STONE: _____ COLOR: _____ STYLE _____

SIDING: _____ COLOR: _____ STYLE _____

OTHER: _____ COLOR: _____ STYLE _____

ROOF: _____ COLOR: _____ STYLE _____

WINDOWS: _____ COLOR: _____ STYLE _____

TRIM: _____ COLOR: _____ STYLE _____

DOORS: _____ COLOR: _____ STYLE _____

SHUTTERS: _____ COLOR: _____ STYLE _____

DRIVEWAY: _____ COLOR: _____ STYLE _____

DRIVEWAY APRON: _____ COLOR: _____ STYLE _____

WALKS: _____ COLOR: _____ STYLE _____

OTHER: _____ COLOR: _____ STYLE _____

GARAGE DOOR: _____ COLOR: _____ STYLE _____
(Front Loading Not Permitted)

FIREPLACE: _____ CHIMNEY: _____

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS ON THE ROOF
OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer's website for each material above)

THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.

I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the WATERLEAF OF MINT HILL Homeowners Association prior to my obtaining bank loans or building permits.

Lot Owner Signature

Date

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT – FORM THREE – PAGE 3**

Complete this page and upload for the Construction Document Review only

INTERIOR MATERIALS: (Selection of color and finish are optional)

Flooring in foyer and halls: _____ COLOR: _____ STYLE _____

Flooring in family room: _____ COLOR: _____ STYLE _____

Flooring in Bedrooms: _____ COLOR: _____ STYLE _____

Flooring in Kitchen: _____ COLOR: _____ STYLE _____

Flooring in Utility areas _____ COLOR: _____ STYLE _____

Rooms with cornice trim: _____

Door Hardware: _____ FINISH: _____ STYLE _____

Interior Door: _____ FINISH: _____ STYLE _____

Door and window casing: Width: _____ FINISH: _____ STYLE _____

Kitchen Cabinets _____ FINISH: _____ STYLE _____

Kitchen Counter tops: _____ FINISH: _____

Bathroom Cabinets _____ FINISH: _____ STYLE _____

Bathroom Counter tops: _____ FINISH: _____

Custom Cabinetry: _____ FINISH: _____ STYLE _____

Rooms with exposed beams or special ceilings: _____

Kitchen Appliances: _____ COLOR: _____ STYLE _____

Refrigerator: _____

Oven: _____

Is range hood vented to the outside? _____

Dishwasher _____

Fireplace: _____ FINISH on mantel _____

Manufacturer of faucets and plumbing hardware: _____

Confirm if the home has the following:

Special AV or sound system: _____ Energy Management System: _____ SEER rating on HVAC: _____

Was the home designed to meet any Green Energy Standards? _____

FOR EACH ITEM NAME THE MANUFACTURER, WITH COLOR/FINISH AND STYLE IF KNOWN

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM FOUR – Page 1 of 2**

REQUEST FOR ON-SITE REVIEWS

(You will use this form three times during the course of construction)

1. PRE-CONSTRUCTION SITE STAKING REVIEW:

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE “WATERLEAF OF MINT HILL ARCHITECTURAL GUIDELINES”).

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED IN ARTICLE 4.10; A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

Signature of Person Requesting Review:

Date

NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.

2. REVIEW AT DRY-IN:

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

Signature of Person Requesting Review:

Date

3. FINAL REVIEW:

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

Signature of Person Requesting Review:

Date

*UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO
SCHEDULE AN ON SITE EVALUATION.*

(SUBMIT THIS FORM DIGITALLY)

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM FOUR – Page 2 of 2
CONTRACTOR INFORMATION**

THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST. GENERAL CONTRACTOR INFORMATION IS REQUIRED AT DESIGN DEVELOPMENT REVIEW IF KNOWN AT THAT TIME.

GENERAL CONTRACTOR (LEGAL NAME): _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

HVAC CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

ELECTRICAL CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

PLUMBING CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

LANDSCAPE CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

WELL CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

SEPTIC SYSTEM CONTRACTOR: _____
NORTH CAROLINA LICENSE NUMBER: _____ **LICENSE TYPE:** _____
MAILING ADDRESS: _____
PHONES(S): _____ **E-MAIL** _____
NAME OF ON SITE SUPERVISOR: _____ **PHONE:** _____

NOTE: ATTACH THE FOLLOWING TO THIS FORM AND SUBMIT TO THE REVIEW SITE:

Initials: _____ **SITE MANAGEMENT DURING CONSTRUCTION:**
a) A Drainage and Erosion Control Plan and including stone driveway.
b) Show portable toilet, dumpster, and spoil locations.

Initials: _____ **CONFIRMATION OF INSURANCE:**
Attached are the insurance endorsements required by the Guidelines.

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM FIVE**

LOT INSPECTION AT SITE STAKING

1. Lot Number: _____ Inspection Date: _____ Time: _____
2. Street Address: _____
3. Homeowner: _____
4. Builder: _____

Site and Home Staked? _____

Well/Water Meter: Condition of cover and piping: _____

Type of protection: _____

Septic/Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt Fence Condition: Road Side _____

Interior property lines _____

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on board or otherwise on site? If No, a separate review will be required at an additional expense:

General Condition of Roadway and Curbs:

Electrical and Water Service to the site:

Existing Tree Protection: _____

Building Permit Posted: (Name Contractor) _____

NOTES: **Builder / Homeowner** are responsible for maintaining site: **Builder/Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained **WARC** will have roadways cleaned and bill will be sent to the **homeowner**.

Building materials delivered to the site: If building materials delivered to the site spill onto roadway it is the responsibility of Delivery Company/ **Builder/homeowner** to clear materials from roadway. If not cleared from roadway after notification by community management, **WARC** will have roadway clean and bill the **homeowner**.

Requirements for neighboring sites: **Homeowner/Builder** must have written approval to place the following on adjoining properties: Dumpster, building materials, construction equipment, vehicle parking and landscaping materials. Damage to neighboring property will be responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.

Observe permitted construction work hours.

Signatures: (note: representative required on site at time of review)

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

WARC: _____ **Date:** _____

Photos on file? YES NO

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM SIX**

LOT INSPECTION AT DRY-IN

1. **Lot Number:** _____ **Inspection Date:** _____ **Time:** _____
2. **Street Address:** _____
3. **Homeowner:** _____
4. **Builder:** _____

Curbing: Any damage due to new construction: _____

Well/Water Meter: Condition of cover and piping: _____

Type of protection: _____

Septic/Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt Fence Condition: Road Side _____

Interior property lines _____

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on home same as board? If No, explain: _____

General Condition of Roadway: Needs cleaning and/or other: _____

Building materials stored: If on neighboring property is permission authorized? If No, explain: _____

Exterior Home Massing and Details as approved: If no, explain: _____

Landscape Elements as approved: If no, or plan not yet submitted, explain: _____

Signatures: (note: representative required on site at time of review)

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

WARC: _____ **Date:** _____

Photos on file? YES NO

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
MAJOR PROJECT FORM SEVEN**

LOT INSPECTION AT FINAL

1. **Lot Number:** _____ **Inspection Date:** _____ **Time:** _____
2. **Street Address:** _____
3. **Homeowner:** _____
4. **Builder:** _____

Curbing and Road: Note all damage, compare to original: _____

Well/Water Meter: Condition of cover and piping: _____

Type of protection: _____

Septic/Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt off Site? _____

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash: All removed?

Sample Board: Materials on home same as board? If No, explain: _____

Building materials stored: If on neighboring property was property restored?

Exterior Home Massing and Details as approved: If no, explain:

Landscape Elements as approved: If no, explain:

Repair of neighboring property where used during the construction process? _____

Signatures: (note: representative required on site at time of review)

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

Are there any outstanding claims with the contractor's insurance company with respect to community property pending resolution? If yes, explain: _____

Is Security Deposit Authorized for release? Explain YES or NO: _____

WARC: _____ **Date:** _____

Photos on file? YES NO

**WATERLEAF OF MINT HILL ARCHITECTURAL REVIEW
FORM EIGHT**

BUILDER APPLICATION

FOR NEW APPLICANTS ONLY

COMPANY NAME: _____ License #: _____
QUALIFIER NAME: _____ License #: _____
COMPANY LICENSE TYPE: _____ COMPANY LICENSE LIMIT: Unlimited (only option)

- **By submitting this application, applicant has reviewed and agrees to comply with all of the provisions in *ARTICLE 7***

PROVIDE DETAILED INFORMATION WITH RESPECT TO HOMES THAT YOU HAVE COMPLETED UNDER YOUR CURRENT CORPORATE STRUCTURE THAT ARE SIMILAR IN SIZE AND SCOPE TO HOMES IN THE WATERLEAF OF MINT HILL COMMUNITY. (PROVIDE SEPARATE EXPLANATION IF STRUCTURE CHANGED)

HOME NUMBER ONE:

1. Contact: _____
2. Telephone: _____
3. Physical Address: _____
4. Total Heated Space: _____
5. Year Completed: _____
6. Number of months under construction: _____
7. Total delivered price of the home: _____

HOME NUMBER TWO:

8. Contact: _____
9. Telephone: _____
10. Physical Address: _____
11. Total Heated Space: _____
12. Year Completed: _____
13. Number of months under construction: _____
14. Total delivered price of the home: _____

HOME NUMBER THREE:

15. Contact: _____
16. Telephone: _____
17. Physical Address: _____
19. Year Completed: _____
20. Number of months under construction: _____
21. Total delivered price of the home: _____

ATTESTED TO: _____ Title: _____
Signature: _____ Date: _____

MAIL OR UPLOAD THIS FORM IN DIGITAL FORMAT TO THE SITE NOTED IN THE INSTRUCTIONS IN
ARTICLE 7.1 C.



EXAMPLE OF REQUIRED SAMPLE BOARD

EXAMPLE OF REQUIRED WATERLEAF OF MINT HILL SIGN

**Sign May advertise that the home is For Sale
Or the Sign may designate the Name of the Builder**

Available from Budget Signs
4326 Monroe Road
Charlotte, NC 28205
Tel: 704-377-4890

