

# SUMMERHOUSE ON EVERETT BAY



## ARCHITECTURAL AND LANDSCAPE GUIDELINES

November, 2017 EDITION

The following are the architectural and design criteria established by the Summerhouse on Everett Bay Architectural Review Committee (ARC) on behalf of the Summerhouse on Everett Bay Homeowners Association, Inc. (HOA) and, in accordance with the recorded "Declaration of Covenants, Conditions and Restrictions of the Summerhouse on Everett Bay Subdivision" (CCRs).

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## ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:

- 1.1 **Purpose:** These Summerhouse Architectural and Landscape Guidelines (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 Summerhouse community. 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 Summerhouse are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the ARC 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 ARC 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 ARC requires that architects and builders be qualified by experience and licensure to work in the community and remain in good standing with the ARC and HOA.

## ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Summerhouse properties, which are or may be subject to the CC&Rs. These Guidelines are not binding upon the ARC as clarified further in Article 2.2.
- 2.2 **Authority:** The Summerhouse Architectural Review Committee (ARC) 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, they are not all-inclusive. In its review process, the ARC 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 ARC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials, for any reason, including purely aesthetic reasons, which in the sole discretion of the ARC shall be deemed sufficient.
- 2.3 **Governmental Permits:** To the extent that the North Carolina State Building Code, Onslow 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 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 ARC does not review submittals for compliance with such requirements. Approval of plans and specifications by the ARC 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 THAT FROM THE SUMMERHOUSE HOA.

Owners and Builders are further responsible for ensuring 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.

- 2.5 **Amendments:** These Guidelines may be revised and amended at any time by the ARC, in its sole discretion, as needed to serve the needs of an evolving community.

### **ARTICLE 3 –PROCEDURES AND FEES:**

- 3.1 **Designer & Contractor Qualifications:** All dwellings within the Summerhouse community must be designed by either an architect or professional home designer who has a business license in Onslow County. Design Build firms who have designers as full time employees require only the Builder license. All structures of every kind must be constructed by a licensed builder with a North Carolina Contractor License. Landscape designs shall be completed by a Landscape architect or professional landscape designer and landscape elements installed by a licensed landscape contractor. Evidence of qualifications shall be provided prior to submitting for a Schematic review, and builder qualifications shall be provided prior to the site staking review. See *Submittal Form Three* and also *Article 7* herein.

- 3.2 **Review Submittals:** Prior to making a formal submittal, the owner may wish to obtain an opinion as whether or not their proposed home will be accepted under the current Guidelines. The ARC will perform a “Schematic” review with the submittal of a site contour plan and a minimum of four elevations. There is no charge for this review for existing lot owners who intend to occupy their homes after completion. There is a fee for owners who are planning to construct a home for sale and for non-owners. Reference *Submittal Form One-Schematic Review*.

- 3.3 **Architectural Review Fee:** A review fee of \$1,000.00 made payable to the Summerhouse Homeowner’s Association is required for a formal review of a new home or an addition exceeding 25% or the current home size. This fee entitles the lot Owner up to three in-house reviews as well as three on-site visits to observe compliance. The property Owner is encouraged to submit all materials at the time of the Design Development review, including landscape, pools or other amenities since additional reviews may incur additional review fees.

Any in-office review required after completion of the final review shall be \$150.00 per review and any site visit required beyond those stated shall be \$225.00 per visit. For pools the review fee is \$225.00. For pools and small cabana, the review fee is \$275.00. For minor project review fees, reference the list of minor projects on the project list following the Minor Projects form.

**NOTE: Please read these documents carefully and include all requested information.  
Incomplete submittals may be rejected without further comment.**

- 3.4 **The Design Review Process (PLEASE READ CAREFULLY as there are required materials which must be provided at specific times during the process).**

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The process of review is intended to protect property owners and their investment as well as to secure the aesthetic quality of Summerhouse on Everett Bay. With that in mind, each property owner should:

1. **Become familiar with the Covenants and Restrictions and these Guidelines (required):** In some cases the Covenants will contain pertinent information with respect to HOA and ARC administration of this program which are not restated within these pages.
2. **Select the appropriate design consultants:** Owners may contract with any architect or designer of their choosing. See Article 3.1 for designer license requirements. This information should be noted on **Submittal Form Two**.  
All drawings and specifications shall contain Architect/Engineer or designer's name, contact information and license number. Drawings will not be accepted without this information prominently placed on each drawing.  
Structural drawings sealed by a Structural Engineer licensed in the State of North Carolina are optional, but may be required by the permitting authority. Keep in mind, coastal area designs must be able to weather extreme conditions, affecting construction cost and impacting safety.
3. **It is required that the property be surveyed** and drawings provided by a registered surveyor licensed in North Carolina. Provide the Checklist below to your surveyor. The survey must have a title block to include the owner's name, address, and phone number and the surveyor's name, business address, phone and license number. They are required to confirm impervious limits listed herein.
4. **Prepare a Space Program for your home (optional):** List all the spaces you wish to have within your home and provide this to your architect or designer.
5. **Submit your preliminary "Schematic" plan to the ARC for Review:** THIS IS A HIGHLY RECOMMENDED BUT OPTIONAL SUBMITTAL. There is no charge for this review if you are a lot owner intending to reside in the home.
6. **Determine how you will bid the work on your home or how you will administer construction (owner's option):** A licensed architect will typically provide services during the bid phase where he/she may help qualify contractors, and can also assist in performing site reviews during construction, check material lists, confirm the quality of the work and confirm fees earned by the contractor are in line with their payment requests. However, an owner may choose his/her own method of ensuring quality of construction and fair pricing as this is outside the scope of work of the ARC.
7. **Select a qualified General Contractor (owner's option):** Owners may contract with any licensed contractor/builder of their choosing. Contractors do not need to be selected until you are ready to construct the home. However, it is a requirement that all contractors/builders be professionally qualified and properly licensed with the State of North Carolina and with Onslow County with their qualifying information noted on the **Submittal Form Three**. Any and all 'prime sub-contractors' shall be licensed with their qualifying information noted on the **Submittal Form Three**. A prime subcontractor shall be any company or person who contracts to do work on the home who is not working as or for a General Contractor, and where their work is required to be completed in order to receive a Certification of Occupancy for the home from Onslow County. Prime subcontractors typically include HVAC, electrical, plumbing as well as painting, irrigation and landscaping.

#### **A. The Schematic Design (SD) Review**

The Schematic Design submittal is a highly recommended submission to begin the review process. This measure is to help provide owners with guidance early in the design process to minimize major changes after a full set of documents has been prepared. 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 Summerhouse on Everett Bay and would like to know if their home fits the criteria of the community, there is a fee for the review as noted on **Form One-Schematic**, attached herein.

- a. The intent of a Schematic Review is to provide the lot owner with an opinion from the ARC if their home will be generally acceptable under the Guidelines
- b. Submit **Form One-Schematic** in order to commence the review process. You will be provided a password to access the site typically within one day of the Association Manager logging you in.
- c. Items 1-8 below should be in digital form using public domain software (PDF, GIF or equal). Note that one of the items is the required site survey.
- d. Please allow up to ten calendar days for a response, although the ARC will endeavor to provide a response within five to seven days

**B. The Design Development (DD) Review (Required)**

This phase of the work by your architect or designer should include detailed information with respect to the materials of construction as well as provide more extensive details such as wall sections, bracket details, window sills and the like. Following the ARC approval at this level, you should be able to obtain very detailed pricing for your home from a contractor. Final contract pricing should be based on full and complete drawings and specifications, which is the final phase of the review process.

**C. The Construction Document (CD) Review (Required):**

The Final Review is the Construction Document review. Following receipt of the DD review comments from the ARC, the following shall be submitted, accounting for all comments from the ARC.

- 3.4.1 **Foundation Survey:** Upon completion of the foundation, the homeowner or contractor shall submit to the ARC a foundation survey. The survey shall be prepared by a licensed surveyor or building contractor and show compliance with building setback requirements and confirm the foundation height against the previously approved site contour plan. This survey shall be submitted as a drawing to the Review Site prior to framing.

## **Checklists on next three pages.**

**These checklists provide the required information minimums for preparation and submission of the various documents for Architectural Review. Please include the completed checklists in the submissions as directed.**

## 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 DD or CD review if changes are made after the Schematic Review.*

### SHOW ON THE PLAN:

- \_\_\_ Summerhouse 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.
- \_\_\_ Precise location of any wetland buffer line, CAMA, SWM designation or flood zones. Check for updates!
- \_\_\_ Streets, property boundaries, setbacks, rights of way, easements, utility stub-outs and all other pertinent information from recorded documents.
- \_\_\_ Outline (footprint and eaves) of the proposed home, porches, steps, patios, hvac pads, walkways, driveway(s).
- \_\_\_ Show topographic contours at two-foot increments using dashed lines.
- \_\_\_ Show proposed finished contours using solid lines.
- \_\_\_ Indicate how drainage will be handled so as to prevent water runoff from migrating to neighboring lot.
- \_\_\_ All existing hardwood trees with a caliper of 6" or greater and all existing Pines with diameter of 30 inches or over shall be located on the plan. (Do not document trees within wetlands areas)
- \_\_\_ 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.
- \_\_\_ Total planned footprint of the home on the site and total square footage of the site.
- \_\_\_ PROVIDE IMPERVIOUS CALCULATION PER **ARTICLE 4.1.3.1**
- \_\_\_ Seal of the licensed surveyor with a signature and date.

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

## SCHEMATIC CHECKLIST

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

- \_\_\_ (1) A copy of **Form One-Schematic** 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 (optional)
- \_\_\_ (9) Include any request for a Variance. See item 8 under DD for further explanation.

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 **Summerhouse Form Two -Design Development** in digital format.
- \_\_\_\_\_ (2) A completed **Construction Documents- Form Three** in digital format  
Indicate all finished materials to be used as to manufacturer and style.
- \_\_\_\_\_ (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 section through a typical elevated porch from railing to wall.
  - 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) Using previously prepared tree survey. Denote trees to be removed.
- \_\_\_\_\_ (6) Photographs in digital formats documenting pre-existing damage to roads or curbs
- \_\_\_\_\_ (7) The ARC 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 **Form Two- Design Development** to the location designated by 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 **Form Two**, with checks made to “Summerhouse HOA.”

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

## CONSTRUCTION DOCUMENT (CD) CHECKLIST

CONSTRUCTION DOCUMENTS ARE THE SET USED IN THE FIELD TO BUILD THE HOME

*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) If there are changes, re-submit Summerhouse Architectural Review Submittal **Form Three**
- \_\_\_\_\_ (2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_\_ (3) Floor plans: Show all room dimensions, along with square footage of the total enclosed living area and total unheated area.
- \_\_\_\_\_ (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 first floor in front and rear of home to be a minimum of 24 inches above finished grade at the foundation.  
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.  
Include the previously prepared section through any elevated porch.
- \_\_\_\_\_ (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 (limit to 20' past building line).
- \_\_\_\_\_ (9) Include previously submitted site plan.
- \_\_\_\_\_ (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 to street or to drainage areas. Show location, size and and type of culvert.
- \_\_\_\_\_ (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 ARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.**

**Notices:** Registrants (owner's representative) will be notified by automated notifications to their e-mail address of the status of approval. The CD approval will be effective for twelve (12) months from the date of approval. If construction has not substantially begun within the 12-month period, the approval will become void and the owner must make a new CD review request by providing all the support documents required by the original review. If a different edition of the Guidelines is then in force, the plans will require a re-review under the new Guidelines before construction will be approved to commence. In the case of a review required under a different set of Guidelines, an additional design review fee will be assessed at one-half the amount of the original review fee.

Approval by the ARC is in no way an assumption of liability or an endorsement by the ARC of the structural design or engineering of the dwelling, nor suitability of the home for any purpose, nor its adherence to applicable codes, nor its correct placement on a site, nor is approval given, expressed or implied, to use in any manner and/or damage any of the adjacent property or common areas incidental to the approved construction.

Alterations and additions to buildings, landscaping, exterior lighting, fences, exterior paint, or addition of shrubs or trees, must be approved by the Architectural Review Committee, prior to execution of changes desired.

3.5 **Compliance Security Deposit (CSD):** A \$3,000 security deposit for new home construction and large remodel projects, which exceed 25% of the value of the home, is required. Payment (checks payable to Summerhouse Homeowners Association, Inc.) must be submitted with the Summerhouse Architectural Review Submittal Two to the Association Manager at the address noted on the form. Remodeling projects where a building permit is required and which are less than 25% of the value of the home, require a \$1,500 deposit. **Contractor must pay the deposits with funds drawn on their accounts.** Featured Builder Deposits are in accordance with agreements. 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 CSD shall exceed the initial \$3,000 deposit, an additional \$3,000 deposit must be submitted within 7 days of written notification or construction must cease and contractor's gate access codes will be suspended. The security deposit is refundable in part upon completion of home construction. 20% will be retained by the HOA to cover non-specific wear and tear on the infrastructure and as qualified by the following:

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

Any and all costs incurred by the HOA to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include HOA 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.

Also, see **Article 8** describing fines for certain construction violations.

**B. Contractor right to make repairs:**

Before the HOA 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 HOA in its sole discretion, no reduction

will be made to the deposit for that violation. An onsite inspection by the Association Manager will be required to authenticate quality of the repair.

**C. Approval of final amount of refund:**

The final amount of the deposit refund will be determined by the HOA at a regularly scheduled meeting once the third onsite visit, as described in **Article 3.10**, has been completed, and the Contractor or Owner has notified the HOA 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.

**D. Time limit on request for return of Compliance Security Deposit:**

Following the ARC approval of the final on-site review, the owner or contractor must send a written request to the Association Manager for return of the Compliance Security Deposit. This request must be made within SIX (6) months of the date of the final approval, or the owner or contractor will forfeit the full amount of the Deposit.

**ALSO SEE ARTICLE 8 – NOTIFICATIONS - FINES FOR VIOLATIONS**

3.6 **Review Period:** Properly completed Applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response to the registrant will be issued within 30 calendar days of receipt of the complete materials to the HOA. 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 with the ARC’s suggestions for curing objectionable features or segments noted. The Applicant must correct the plan’s objectionable features or segments, and the Applicant may be required to resubmit in order to receive approval prior to commencing the construction or alteration.

**“Disapproved”** – The submittal is rejected. The ARC may provide comments, but is not required to do so. Comments shall not be construed to be the sole reasons for rejection.

3.7 **Submittals Retained:** All approved submittal items are retained by the HOA for record purposes. Owners are fully responsible for maintaining their own record copies and approval letters.

3.8 **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 and as part of the preliminary review submittal. The applicant must state the reason for the request, and propose mitigation of the variance. The ARC shall have the power to grant a variance from strict compliance 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 in writing by the ARC or the HOA Board.

**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.

3.9 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the ARC or the HOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the ARC, the ARC 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.

3.10 **On-site reviews:** Each lot Owner is required to call for three separate reviews from the ARC during the construction of the home.

**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 removed that are larger than six inches (6”) in diameter, as measured at the base, for inspection/approval by the HOA. Provide the Samples. Install erosion control measures, construction fencing and stone drive. Call the HOA to schedule the inspection. Allow a minimum of ten (10) business day notice.

**Dry-In:** Once the home has the roof, windows and doors installed, the lot Owner shall notify the HOA for a site visit. 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 of ten (10) business day notice.

**Final:** Once the home is complete and landscaping is installed, the lot Owner shall notify the HOA for a final site visit. Allow a minimum of ten (10) business day notice.

3.11 **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 ARC may approve or disapprove, in its sole discretion.

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 ARC, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the CC&Rs and these Guidelines.

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

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 final approval of plans must be submitted to and approved in writing by the ARC prior to implementation. Close cooperation and coordination between the Applicant and the ARC will ensure that changes are approved in a timely manner. If Onslow County or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the ARC, the Applicant must notify the ARC of such changes and receive approval from the ARC prior to implementing such changes.

3.13 **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 ARC has been granted) shall require the submission of a Design Review Application to the ARC. The ARC will require the submission of all submittals listed above, however, there is no requirement for a preliminary review. 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 by the ARC. The review fee for modifications and other improvements shall be as stated in **Article 3.3**.

## ARTICLE 4 – SITE REQUIREMENTS:

4.1 **Setbacks; Build-to Line; Built Upon Area:** Distance requirements from reference lines and area limitations are established in these Guidelines and by specific site zoning and are subject to public utility easements, drainage easements, landscape easements and rights-of-way and impervious area limitations. Onslow County, the Town of Holly Ridge and the State of North Carolina DWQ may have additional and more restrictive requirements. The Site Survey, prepared by a licensed Surveyor or Civil Engineer shall identify all such limitations on the required site drawing.

**CAUTION:** Underground utilities are rated at extremely high voltage and amperage and are life threatening if disturbed. While the electrical service is in a protective shroud, high impact equipment and hand tools may still compromise this protection. Owners and Builders should contact the local utility company to identify the location of the service line. If the line is not within the required utility easement of 15 feet to the inside of the property line, which has been observed to be the case in some instances, the Utility provider should be directed by the lot owner to relocate the line within the utility easement at the Utility company expense.

### 4.1.1 **Setbacks:**

All homes must meet minimum setback requirements, as set forth in the recorded plat, deed restrictions, governmental regulations, and as follows:

- All lots abutting property outside of the Summerhouse subdivision are required to comply with the minimum setback requirements for the zoning district in accordance with the Recorded Summerhouse Plat, which are as follows:
  - Front Yard Setback: 15' from the property line. See "Build-to Line" requirements 4.1.2.
  - Side Yard Setback: 20' from property line on side abutting non-Summerhouse property (15' when approved by Onslow County and Holly Ridge Zoning Officials)
  - Side Yard Setback: 5' from the property line on side abutting Summerhouse property
  - Rear Setback: 20' from the property line.

The ARC reserves the right to require alternate setbacks, to be determined at time of the ARC review, in order to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.

### 4.1.2 **Build-to Line:**

The typical front yard 'build-to' line is 20 feet beyond the property line but may be placed between 40-50 feet beyond the road edge or back of the curb. Special consideration will be given to permitting a setback of 55 feet where rear of home is not on lake or open community areas. The Build-to line is the forward limit of the most forward plane of the home, or deck columns at grade level. The ARC may allow a variance greater than or less than the distance indicated for the build-to line on any lot on a cul-de-sac street or on lots partially encompassing a wetland area, or long narrow or irregularly shaped lots when a variance request is made and when plans submitted provide a reasonable design solution. Steps may not extend forward of the front setback line as this represents area designated as a utility easement. **See also the note of caution under Article 4.1.**

The ARC may permit front steps to encroach into the front yard setbacks by four feet and may permit eaves to extend into the side yard setback by up to one foot when plans submitted provide a reasonable design solution. NOTE: In the case of an extension of the steps into the front utility easement, written permission shall be secured from the Utility Company by the lot owner. The ARC will not verify the location of any utility but may approve location of steps based solely on aesthetic considerations. **The owner and contractor are fully responsible for life safety with respect to all work. See note of Caution under Article 4.1.**

#### 4.1.3 Built-Upon Area:

The maximum allowable built-upon area per lot is given in the chart below. The ARC cannot permit any variance to increase these values as they are incorporated into the approved subdivision plan as platted and recorded, as amended. See notes following the chart for clarification as to what is considered impervious.

| LOT NUMBERS                        | Vested Impervious Area Sq. Ft. |
|------------------------------------|--------------------------------|
| 1-92, 278-620, 832-1017, 1019-1029 | 4,500                          |
| 93-277, 621-831                    | 3,800                          |
| 1018                               | 3200                           |

#### 4.1.3.1 Impervious Area Measurements and Calculations:

The following rules apply to the calculation of impervious area at Summerhouse:

1. The full building footprint must be counted as impervious or Built Upon Area (BUA).
2. The area under roof overhangs is counted as BUA. Downspout extensions must stop at least 30' from Mean High Water (MHW) to allow an opportunity to sheet flow.
3. The full area under covered porches even if it covers pervious decking is considered BUA.
4. Garden or retaining walls covering more than 100 SF are to be calculated as BUA. Where all walls on the site have a total footprint of less than 100 SF, they are exempt from the calculation.
5. Concrete driveways, patios and utility pads (HVAC equipment and electrical transformers placed on pads on the ground) are to be counted in the BUA calculation.
6. Permeable pavement cannot receive credit under the current Summerhouse permit and must be considered as BUA in the calculation.
7. Sidewalks and driveways are considered BUA, with the following stipulation: Sidewalks which were constructed by the developer adjacent to roads as shown on the approved plans are not to be counted against the lot's BUA allocation. That portion of a sidewalk and a driveway, or everything else that is constructed by the lot owner within the right-of-way, or between the property line and street must be considered BUA for that specific lot.
8. Open decks and steps are not counted as BUA as long as the ground beneath the decking is not concrete or some other impervious material. Loose Pea gravel below decks where it is not subject to compressive loads may be considered impervious. Where access is given to areas below decks for storage, those areas shall be considered in the BUA calculation if covered with gravel or pavement. See also # 10 below.
9. Where wood decking is used in place of driveways, walkways or patios, they shall be elevated above the grade to not be considered BUA. Decking placed directly on the ground is considered no different than asphalt or concrete, and must be counted as impervious or BUA.
10. Pea gravel used in landscape applications is not considered BUA unless it is subject to compaction, however, a pea gravel driveway, even with reinforced mesh fabric beneath must be counted as an impervious surface, or BUA because it will compact. Gravel is specifically included as an impervious surface and counted as BUA.
11. Interlocking concrete pavers and other forms of 'permeable' pavement may not receive any credit against BUA and must be considered as "impervious" in BUA calculations.
12. Culverts are generally installed on a bed of gravel, but not subject to inclusion as BUA according to DWQ sources. The actual paved driveway area above is all that needs to be counted as impervious or

BUA at culvert locations.

13. The pervious area above an underground storage tank is counted as pervious. It shall not be counted as impervious in the BUA calculation.

**NOTE TO SURVEYOR/ SITE DRAWING REQUIREMENTS:**

In a table on the site plan drawing, show the square footage of the total site within property boundaries. In the same table show the square footage of the proposed vertical structure under roof extending to the roof drip line; show the square footage of all impervious pavement within the property boundaries, including drives, walks and patios; show as a separate number the square footage of all impervious pavement from the property line to their connection at the existing street; show the total impervious area of all the above; In the same table, show the percentage of impervious area to the total area. Finally, in the same table, show the square footage of open decks and exterior stairs that qualify as impervious.

**NOTE: WITHOUT THIS TABLE, THE ENTIRE SUBMITTAL WILL BE REJECTED**

- 4.2 **Construction Fencing:** During Construction Orange Construction Fencing or Black Silt Fencing should be considered for both control of wind borne debris and silt runoff. These items will be required if the ARC observes any conditions warranting them. Otherwise, they should be provided at builder's discretion or where required by the regulating authority. No silting of roads or ponds will be tolerated. If observed, fines will ensue.
- 4.3 **Sewer and Water Caps:** The Owner/Builder will be responsible for protecting sewage and water caps. If there is damage to either sewage or water caps on a construction site, the HOA will make repairs and deduct the cost from the Compliance Security Deposit. If there is damage to sewer or water caps on lots in close proximity to the building site, the Builder may be held responsible for that damage. The ARC and/or Association Manager will make the determination for responsibility for any damage.
- 4.4 **Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be located at the same location as the finished drive, and shall be comprised of a five inch (5") deep by ten feet (10') wide by ten feet (10') long two to three (2"-3") inch coarse aggregate stone. Stone must be removed at completion or be counted as BUA (see 4.1.3.1). 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. Parking in cul-de-sacs must be done in a way to allow room for construction and delivery vehicles to pass.
- 4.5 **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. Temporary storage structures must receive approval by the ARC prior to their use. Storage structures may not be used as living or office quarters.
- 4.6 **Vegetation Protection/Removal prior to plan approval:** All existing trees or other vegetation shown on the plans, or required by the ARC to be preserved must be left undisturbed during construction. In areas other than wetland preserves, the owner may remove scrub vegetation of less than 4" in diameter or limb up trees to a height of six feet above grade without an application or approved home plan.
- 4.7 **Dumpster:** A functional receptacle is required on site to contain loose debris. No receptacle shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the ARC. Fabricated 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 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 placed in receptacle.
- Dumpsters must be emptied when full.

4.8 **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, in an inconspicuous location with the door facing away from the street. Toilets may be shared if projects are by the same builder and on contiguous lots or within 200 feet of another toilet.

4.9 **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.

4.10 **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. Do not cross setbacks with roof drains. Drainage plans shall be submitted and approved prior to construction.

4.11 **Mailbox:** Mail will be delivered to the designated postal area on site. Additional mailboxes or newspaper boxes are not permitted.

4.12 **Driveways/Walkways:** Carriage styled driveways may be required in order to meet impervious area requirements. One driveway cut per home is required. A maximum of two cuts is permitted. Driveways may be concrete, pervious concrete or elevated wood decking placed above grade (earth must be excavated in order to place the deck flush with adjacent grade). All driveway material from the property line to the street must be non-pervious concrete in a light broom finish. The connection point of the driveway to the street curb must be the full width of the drive by three (3) feet and flared on either side to account for turning radius of vehicles. Non pervious concrete must be a minimum of 4 inches of reinforced concrete 3000 psi or better over earth or a gravel base as required by soil conditions to ensure long term service. Asphalt, gravel, and synthetic grass driveways are prohibited. Non-bearing center strip of the driveway may be grass. Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the ARC and all requirements of the NC Department of Transportation and specifically the NC Division of Water Quality. A 15” reinforced concrete culvert must be installed where the driveway crosses a drainage swale. Provide flared ends on both sides of the pipe.

A sidewalk is required from the front or bottom of the steps in the front to the driveway or to the street. Walkways may be constructed of concrete, brick, flagstone, stepping-stones, elevated wood decking, pavers made of cast concrete, or pavers made from natural materials. Walkways or patio materials shall be selected to match the appearance and style of the residence. Where elevated wood decking is used as a sidewalk in the front yard, the decking must not extend beyond the front property line.

4.13 **Exterior Lighting:** ARC approval is required for all exterior lighting: 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 (limited to 2,000 lumens) 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 ARC approval. The ARC may take into consideration the visibility and style of the fixture and on the home. Light fixtures must complement the architectural style of Summerhouse and the specific home and landscaping. Lighting of walls (front walls only) can be achieved by use of eave or ground recessed fixtures. Landscape lighting shall 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 shall be avoided and lights shall be shielded where necessary. Exposed overhead wiring for lighting is restricted by the CCRs.

- 4.14 **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 HOA at amenity sites. Owners may attach one official flag of the United States of America to their home without further approval of the ARC during daylight hours, providing that the flags do not exceed 4' x 6'. No other flags are allowed.
- 4.15 **Fountains:** ARC approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry.
- 4.16 **Hot Tubs and Saunas:** ARC 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 fence, wall, or landscaping, such screening to be in accordance with these Guidelines and approved by the ARC. All issues of safety and liability shall be the sole responsibility of the property owner and not the HOA, 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.

- 4.17 **Pools:** ARC 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 fence or wall that can also mitigate equipment noise. Screening shall be submitted to and approved by the ARC. Above ground pools are prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the HOA, its agents or assigns.
- 4.18 **Ornaments and Statues:** Lawn ornaments, statuary and outdoor sculpture must be submitted for ARC 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.
- 4.19 **Antennae & Satellite Dishes:** No exterior antennae are allowed. One small and inconspicuous Satellite dish having a diameter of twenty-four (24") or less, which is installed upon or adjacent to any residence, and is not visible from adjacent properties or the street, and is integrated with the residential structure and surrounding landscape, is permitted and does not require ARC approval. Such equipment shall be located only in side or

rear yards that are not adjacent to a street, or on a roof in the rear of the home and shall be located as inconspicuously as possible.

- 4.20 **Exterior Wires & Cables:** No exposed exterior wires or cables of any kind are permitted.
- 4.21 **Propane Tanks:** Propane tanks must be buried or fully enclosed by walls similar to the construction of the walls of the home. No lattice enclosures will be approved. Location of the buried tank must be identified on the site plan.

**Avoid placement of buried tanks in utility areas as digging in easements will likely result in serious injury or death. Also, confirm area outside of designated easements are free from utilities as additional service lines do exist in and around easements and extend to the home.**

- 4.22 **Garbage Containers:** Garbage containers shall be stored inside of the garage or screened by materials matching the home so they are not visible from the road or adjacent property. Garbage containers and recycling bins must not be placed at the curb until after 6:00 P.M. on the day before pickup and must be removed by midnight on the pickup day.
- 4.23 **Walls & Fencing:** Walls and fencing shall reflect the architecture of the residence. Special consideration shall be given to the design and placement of the wall or fence from neighboring home sites. No fencing will be erected or permitted to remain between the street right-of-way and the applicable minimum building setback line, as approved by the ARC. No chain link fence will be allowed. All walls and fences, including description of materials, must be approved by the ARC prior to installation. All fencing and/or walls to be installed shall be shown on the site plan. Fences may not extend forward of the rear plane of the home, except where side doors from garages are present, or a side yard garden plan is a component of the design. Side yard garden plans which face each other may be given special considerations as to fence type and height. Fencing material should be limited to masonry, wrought iron, aluminum simulating wrought iron (4" o.c. pickets with flat top bar) or vinyl as described herein. High quality vinyl fencing may be used for privacy fences where privacy fences are permitted. Vinyl fencing shall meet 75 MPH wind load, have 5 x 5 posts no greater than 8' o.c., with routed rails and posts, and heavyweight pickets, and a steel reinforced bottom rail. This type of fencing should be four (4) to five (5) feet above the finished grade, except that an additional one (1) foot of open lattice may be on top of the solid fenced area. Fencing at service yards should be designed to screen the service yard from view. Solid masonry, approved vinyl or wood board on board not to exceed four (4) feet in height shall be used in service yards and to screen HVAC units, rain barrels and propane tanks (25 gallons or less). HVAC units elevated four feet or more above grade (e.g. VE or AE Zones) where visible side yards are less than 10' on both sides do not require enclosures. They will require tall evergreen tree screening from the front. (Boards should be staggered on either side of the rail to allow air flow around HVAC units). The fencing material and detailing shall be selected to complement the principal details of the house.

Fencing on lots adjoining lakes, wetlands, the Intracoastal or open space must be visually permeable, (e.g. wrought iron style). Limits on landscape for these lots shall also be considered, See Article 6. Other fencing may be solid. No fencing may extend into a designated wetlands area.

- 4.24 **Patios, Decks & Front Steps:** Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. PVC rails are approved. Decks and patios shall be constructed of materials that are generally acceptable as complementary to the residence. 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. Construction of covered decks or porches shall not occur over setbacks. Front steps must be enclosed below the stringers with slatted boards, brick masonry or stucco, matching the home.

- 4.25 **Accessory Buildings:** Owners shall obtain ARC approval prior to construction of any accessory building or permanently installed playhouses, playground equipment, doghouses, 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, shall not unreasonably obstruct any adjacent neighbor's views of the ponds, open areas, or other amenities, and must be screened by a fence or vegetation.
  - 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 shall not be visible from the street or adjacent properties. ARC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted.
- 4.26 **Recreational Equipment:** All recreational equipment, including, but not limited to, tennis courts, and playgrounds must be approved by the ARC prior to installation on any lot. The ARC 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 less than 25' from any property line, unless screened from view of adjacent properties.
- 4.27 **Recreational Vehicles:** All boats and recreational vehicles (i.e. campers, motor homes, etc.) must be kept in a garage. No outside storage or on street overnight parking will be allowed.
- 4.28 **Birdbaths, Birdhouses, and Bird-Feeders:** ARC 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 side yard requires ARC approval.
- 4.29 **Clotheslines:** No clotheslines are permitted.
- 4.30 **Signs:** All signage must be in accordance with the Summerhouse Signage Guidelines stated in Article 7. Also, one security sign may be permitted in the front yard located in close proximity to the front entrance of the main dwelling.
- 4.31 **Street Cleaning:** To uphold the aesthetic integrity of the community, streets subject to construction traffic will be cleaned on an as needed basis as determined by the HOA. The lots under construction that are observed by the ARC or Association Manager to have placed mud on the street will have cleaning fees paid from the Compliance Security Deposit.

NO WRITTEN OR VERBAL NOTIFICATION SHALL BE PROVIDED.

4.32 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours:  
Monday thru Friday; 7:00 AM to 7:00 PM  
Saturday: 7:00 AM to 5:00 PM  
Sunday, or any Holiday officially observed by the State of North Carolina as follows: 8:00 AM to 4:00 PM, with no construction permitted that results in noise heard on the exterior of the dwelling, no material deliveries nor physical construction activity of any nature on the exterior of the dwelling. Holidays include: New Years Day, Martin Luther King Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas:  
NOTE: WORKERS MUST BE OUT OF THE COMMUNITY BEFORE OR AFTER DESIGNATED HOURS TO AVOID FINES.

4.33 **Gate Access to Summerhouse**  
Gate access information will be provided to contractors and their subcontractors by the Association Manager. No material delivery using trucks over two axels will be permitted on Saturday or Sunday except for residential moving vans delivering or removing household goods and furnishings.  
The policy with respect to issuing access codes may be modified from time to time. The Association Manager shall be contacted for information on the current policy.

4.34 **Compliance with Wetland and Buffer Regulations:**  
A portion of lot numbers **12, 13, 61-73, 75-79,85-87, 89, 93-94,98,99,101-103,105-113, 115-121, 123-130,133-144,147,148,153-223,250-252,259-262,384-388,404,405,482-485,499,502,515-520, 524-535,537,538,621-651,655-658,661-680,684-710,716, 717, 721-738, 741-769,812-821, 842, 850-864, 868-872, 875,876,880, 881, 882-889, 926-929, 934-950, 964, 977-979, 988-991, 999-1029** meet the requirements for designation as a wetland, stream or protected stream buffer. Any subsequent fill or alteration of these area shall conform to the requirements of the state rules adopted by the State of North Carolina in force at the time of the proposed alteration.

Any structure located on Lots **185-187, 204-206, 674 and 675** which are located within the 75' buffer located off of the MEAN HIGH WATER LINE are subject to the CAMA Minor Permit Program.

Wetland and Buffer areas shall be noted on the site plans prepared by a licensed surveyor or civil engineer.

## **ARTICLE 5 – BUILDING REQUIREMENTS:**

### **INTRODUCTION:**

The architectural style of the Summerhouse community is and shall be reminiscent of coastal homes, cottages, and bungalows of a “Coastal Cottage” style. Historical references may be drawn from Nantucket (shingled style architecture) to Seaside (lapped board style).

It is expected that common construction elements be of superior quality design and materials. (Architectural trends are strongly discouraged.) Various combinations of exterior materials such as wood-type siding, classical or wood square columns, metal and asphalt roofs shall be considered in any proposed design. Austere long facades shall be mitigated by openings and changes in material and texture. Decorative shingles,

fretwork, decorative railings, all may play as a center of interest within a specific facade.

The Summerhouse design concept suggests that each building is part of the total neighborhood and not an individual creation or architectural entity arbitrarily placed on the site or in the neighborhood. Each proposed design shall complement and embrace the neighborhood properties and evolve through consistency of scale, quality of material, and exterior color. “Stock” designs, designs purchased from design warehouses or magazines are not permitted, but may be used to open discussions with the ARC with respect to intent. All homes and amenities shall be designed, detailed, and coordinated by an Architect and/or Architectural Firm licensed to practice architecture in the State of North Carolina or a residential designer licensed in the State of North Carolina (See **Submittal Form Three**–attached). Non-licensed firms, residential designers, contractors /builders, homeowners (other than NC licensed architects) and plan house prepared designs are not allowed in Summerhouse. See Article 3.1. In all cases, the homes shall be properly detailed and full construction drawings submitted to the ARC for review.

*Builders possessing proprietary designs may submit their designs for review when they have been modified with materials and other features required by these Guidelines. Designs may not be duplicated in their exact form adjacent to or proximate to the location of a similar design. The ARC shall be the sole determinant as to what represents a similar design and when a home is proximate to a similar home. In general, the ARC will apply the ‘rule of six’. When standing at the front of any home and looking left or right and across the street to the left or right, the immediate three homes to the left and the three to the right shall be substantially different from one another. In the cases of curved streets, the restrictions may be higher.*

In recognition of the importance of housing in achieving a sustainable balance in the consumption of global resources and energy, the Summerhouse Architectural Review Committee will give special consideration for homes intending to meet LEED® Certification or Net-Zero standards.

5.1 **Architectural Standards:** The exteriors of all buildings 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 shall 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 Summerhouse Pattern Book. The ARC 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. Environmentally Contained Component construction may be permitted when provided by an ARC approved manufacturer using ARC approved material specifications. There will also be additional review by the ARC, including interior elements to determine fit and finish. No slab-on-grade construction shall be permitted except for rear of garage areas for elevated homes. No doors or windows will be allowed on the front face of the garage level.

5.2 **Minimum Area Requirement:** The minimum heated area for any home is 2,400 square feet., except that the homes constructed upon the following listed lots shall have a minimum of 2,000 square feet of enclosed heated living area (exclusive of porches, decks and garages and other unheated spaces) 167, 168, 173, 189, 190, 191, 192, 193, 194, 199, 200, 208, 671, 673, 674, 676, 677, 678, 697, 826-1029. NOTE: Heated area shall be measured in accordance with the recommended method published by the NC Real Estate Commission. A letter of certification stating the exact amount of heated area may be required by the ARC following construction. The certification shall be prepared by the contractor or other licensed building or real estate professional, giving their method of measuring the heated area and the results of their findings, with their name, license number and an original signature.

For homes that have garages below the main living areas (a park under), the rear of the garage space may be finished and counted as part of the required heated area only up to a total of 600 SF. An attic story may also

be considered in the calculation for heated area up to a total of 600 SF. There must be a minimum of 1,400 SF of fully finished area on one floor of the home. The SF calculation for this floor shall exclude openings for stairways. The attic story and area behind garage may be used concurrently to achieve the minimum heated square footages. Attic stories must have proper stairs and floor loading to qualify as usable area. An attic story must not exceed 50% of the area of the floor below, with openings for stairs included in the calculation.

- 5.3 **Foundations:** All homes shall be elevated 24 inches above finished grade or have its main floor placed above a parking area. No slab on grade construction is permitted except when to the rear of the garage on an elevated home. Preferred exterior foundation materials on elevated first floor homes are brick, stucco or fiber cement board. Foundation materials must be uniform fully around the home. The finished floor level inside the front door of the home shall be a minimum of 24 inches above the elevation of the finished grade along the full front of the home. This requirement may be modified by the ARC for sites with steep slopes to the rear.
- 5.4 **Ceiling Height:** Ceiling heights must be a minimum of 9 feet on all floors excluding an attic story and area behind the garage intended to qualify as heated space under Article 5.2.
- 5.5 **Maximum Height:** No residence shall exceed 50 feet measured from the lowest point where the home touches grade to the maximum height of the roof, excluding chimneys. No home may exceed three stories above grade, or two stories (plus an attic story) above a parking level.
- 5.6 **Exterior Wall Treatments:** Emphasis will be placed on materials appropriate to traditional coastal cottage aesthetic. With this in mind, main structures shall be built with exterior facings of conventional stucco, shingles or lap siding made from wood or fiber cement with no one finish exceeding 75% of the total exterior wall surface above the foundation. As an example, lapped cement board siding and cement based shakes will be considered separate finishes when finished in separate but complementary colors. 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.
1. Wood or fiber cement products used in exterior applications may be cedar or pine shake, clapboard or beaded siding meeting certain exposure and finish requirements. Exterior lap wood or fiber cement siding must have a four to six inch exposure, smooth or textured finish.
  2. Traditional Portland cement stucco in a sand or heavy texture finish is acceptable.
  3. Cast stone, stone and brick as accents or foundation materials or for chimneys.
  4. Composite material such as Hardi-shakes and siding.
  5. Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
  6. Soffits must be of wood, stucco, aluminum or vinyl coated aluminum or cementitious materials. Vinyl soffits and porch ceilings are prohibited except where the wall of the home is 10 feet or greater from the side lot line. Aluminum fascia must be 27 gauge or heavier and workmanship shall not result in “oil canning” or irregular surfaces. Cement board fascia may also be used in conjunction with the same soffit material.
  7. Materials comprised of wood fiber bound by phenolic resins are approved for decks, railing and trim (Azek).
  8. Synthetic/foam products (EFIS) are prohibited for wall surface but may be used in head, sill and trim applications over brick or stucco.
  9. Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and shall be either aluminum or copper. Galvanized material is NOT permitted. Gutter and downspout color, if aluminum, shall closely match the trim color.
  10. Vinyl, Aluminum and Composite Wood (Masonite) siding are prohibited.

11. The use of wood is approved only when either stained, or coated with a product that does not contain high levels of calcium carbonate (chalk) and which employs a vehicle of 100% acrylic.
12. Chimneys shall be constructed of brick, stone or conventional stucco or match wall finish, and must have a metal or masonry cap detail to conceal the spark arrestor.

5.7 **Windows, Doors, and Trim:** Windows and doors shall be seen as openings in an otherwise continuous surface. The following criteria shall be considered when designing the home's exterior elements.

1. Windows and doors shall be aligned vertically or be balanced in their composition.
2. Window trim, heads and sills are to be richly detailed. Jambs shall be substantial in appearance, 4" to 6" in width, using 5/4 board.
3. Window vocabulary shall be simplified so as to limit the use of "feature" windows. (Feature windows include, but are not limited to, isolated use of window shapes that do not relate to the overall window fenestration or building composition.)  
Windows shall be multi-pane with grills arranged in traditional configurations. Grills Between the Glass (GBG) styles or SDL's (Simulated Divided Lite) shall be used on front and side elevations. Rear elevations do not require grills. All grill patterns shall be consistent fully around the home, where required. Grill width shall be 7/8" to 1-1/8".
4. Windows may be wood or aluminum, exterior clad with aluminum, vinyl clad, full fiberglass (Ultrex) a composition (Fibrex), or certain vinyl windows.
5. Vinyl windows provided by the following manufacturers (only) in the style listed (only) are approved: These are Simonton - Master Pro finish; Jeld-Wen - Select Vinyl; Ply Gem - Pro Series (MW) Classic; Windsor-Signature series. Pella 350 series; Andersen Silverline; Viwinco S-series and PGT 400 series. Vinyl windows from other manufacturers must be designed to meet the minimum requirements of ASTM E1996/E1886 impact test.
6. Single hung vinyl windows are approved as long as they are provided with a full sized screen.
7. There may also be other requirements for construction and fit and finish of the windows.
8. Windows shall be clear glass or an approved gray tinted glass.
9. Window screens shall be dark bronze or charcoal and shall be the full size of the window when used. Screens covering one sash are not permitted. Frames may match window trim color.
10. Windows shall be trimmed/banded on the front and at the rear elevations. The ARC 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.
11. Groupings of windows shall have a 4" mullion between them. Manufactured mulled windows are acceptable when they are a minimum of 4" wide.
12. No black out of windows is permitted.
13. No signs shall be placed in windows.
14. Curtain fabric or other interior window treatment exposed to the exterior shall be neutral in color as viewed from the exterior.
15. The main front entry door shall be solid wood or fiberglass to simulate wood with a high level of detail and trim and casing around the doorway. The main front entry door shall be 8'-0" tall x 3'-6" wide, or may be a pair of doors or a single 6'-8" x 3'-0" door with side lites and framed glass transom. Arched doorways do not require transoms. Other entry designs and sizes may be presented and reviewed on a case by case basis, but shall relate in design to other fenestration patterns on the home.
16. Two story entrances are not permitted.

5.8 **Exterior Colors:** Exterior colors shall be appropriate to Coastal Cottage homes and will be reviewed on a case by case basis. No whites or primary colors may be used. Owners must submit color selection with the application in an electronic form. (Digital image from manufacturer's website). Owners/Contractors must provide all finish materials and colors to the construction site for final approval.

Colors which are pre-approved, providing no similar color is within a six home distance, are those found on the Carolinas Low Country Collection published by the Historic Charleston Foundation (except DCL001), or other ARC approved color chart, where applicable.

- 5.9 **Roofing:** A variety of roof shapes consistent with Coastal Cottage (gable, hip, shed roof profiles) will be considered appropriate at Summerhouse. Roof shapes within a home or between a home and ancillary structures on the property shall be complementary to one another. Dormers are required on street facing roofs and rear elevations facing public spaces and lakes.

The pitch of the dominant roof will vary by style. The minimum roof slope shall not be less than 6:12. One story homes shall have pitches not less than 8:12. Gabled and hipped dormer roof pitches shall match the main roof pitch. Shed dormer roof pitches and porch roof pitches shall not be less than 3:12.

Materials on porch roofs, accent roofs, dormers shall be standing seam metal. The main roof of the home may be metal or fiberglass, asphalt concrete tile (other than barrel or mission style). Metal roofs shall be standing seam. Fiberglass shingles shall be architectural shingles equal to Timberline HD or Landmark Pro series (240 lb/Square) architectural style or better. Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and may vary as dictated by architectural design.

- 5.10 **Roof Accessories and Equipment:** ARC 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. Gutters, when used should be finished to match the approved trim color.

- 5.11 **Screen Porches/Decks/Patios & Other Enclosures:** ARC approval is required for the construction of covered porches, patios, other enclosures and decks. 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. Location of these elements are generally prohibited on the roadway side, but may be considered if complementary to the Architecture of the home. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements.

1. Front porches shall either frame doorways or extend to a logical point on the main front façade of the home and must be a minimum of six feet (6') deep.
2. Porch foundations which are 48 inches and higher may be constructed with piers composed of brick, stucco, cementitious panels or stone having heavy lapped board or lattice infill.
3. Porch columns, regardless of location, shall be at least eight inches square or in diameter.
4. Railings are required and shall be square or round section balusters with simple horizontal members.
5. Decks, and porches less than 48" in height, shall have brick, stucco or stone foundations.
6. Brick, stucco or stone piers may be approved for rear elevations only. Wood is not permitted, but wood columns may be clad in an approved material.
7. Heavy duty lattice panels with horizontal rails shall be placed between piers.
8. Screen porches with screen material placed inside pickets or columns is preferred but not required.
9. Screens shall be either dark bronze or charcoal.

- 5.12 **Vents and Fireplaces:** 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. Sidewall vents are permitted and must be painted to match the exterior wall color. Wood or gas burning Fireplaces must be vented to the outside or have an approved chimney.
- 5.13 **Skylights and Solar Collectors:** Skylights must be a color matching the roof color. Skylights on front elevations shall be especially considerate of their location on the roof in order to not create an imbalance. Solar collectors may be used when complementary to the roof design and slope.
- 5.14 **Utilities:** Meter boxes, gas regulator, conduit, electrical panels, etc. are to be painted to match the exterior of the building and shall be fully screened from view from neighboring properties, community walkways or roadways, with building material or landscape.
- 5.15 **HVAC Units and Pool Equipment:** HVAC units and Pool Equipment must be located to minimize the transmission of noise to adjacent properties, and must be screened from neighboring properties with a wood, vinyl or masonry enclosure matching the height of the tallest component. HVAC units on lots in AE or VE Zones and which have less than 10' of functional side yard on both sides and are required to be elevated four feet or more above grade do not require enclosures but will require a tall screening evergreen tree in the front. See Article 4.23. Window air conditioning units are not permitted. Through-wall units are not permitted except on the rear of the home at the deck level of a sun-porch and where concealed similar to other HVAC units.
- 5.16 **Awnings & Overhangs:** The installation of awnings or overhangs requires ARC 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.
- 5.17 **Glass Block:** Glass block applied to the exterior of a dwelling shall not be approved.
- 5.18 **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least two vehicles when garage doors are in the closed position. 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. Garages shall be finished on the inside. Garage doors may be stained wood, fiberglass, steel or aluminum and shall be painted to match trim colors of the home. Prefinished colors may be acceptable.
- 5.19 **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 ARC for approval.
- 5.20 **Vinyl Products Limited:** Materials constructed of PVC (vinyl) are limited to windows, handrails, decking and trim and in special circumstances, soffits and porch ceilings.
- 5.21 **Shutters:** Where shutters are used they shall match the configuration and dimension of the window they serve, even if only decorative. Shutter colors shall be included with "Submittal Two". Metal rolling hurricane shutters are not approved for installation at Summerhouse. Exterior Bahamas style shutters are approved for windows and porches except that certain structural rated shutters designed for hurricane protection may not be approved if aesthetically unacceptable.

- 5.22 **Sample Submittal:** The contractor shall provide physical samples of materials and colors to the job site at the time of the site staking review, and leave them in a covered box for ARC inspection until the completion of the home.

## ARTICLE 6 – LANDSCAPING REQUIREMENTS:

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Summerhouse 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.

The Guidelines require that the owner employ the services of a licensed Landscape Architect or landscape designer to prepare the landscape plan. You may confirm that the designer is a licensed professional by checking their credentials at <http://ncbola.org/laws.htm>. Also, you must use a landscape contractor licensed by the North Carolina Landscape Contractors Registration Board. You may confirm contractor credentials at <http://www.nclcrb.state.nc.us/>. These requirements are intended to achieve a successful design utilizing the most appropriate balance of plantings and arrangements that will complement your home and meet drought resistant and sustainability levels to make your plantings a good investment for you, and provide stabilization of the soils in the Summerhouse community. In addition, all plantings shall be placed in accordance with the guidelines provided by the North Carolina State University Horticulture Information Leaflet 8601, available at: <http://www.ces.ncsu.edu/depts/hort/hil/pdf/hil-8601r.pdf>. Special consideration shall be given to the following aspects of landscape plantings;

- 6.2 **Shade & Canopy Trees:** The planting of trees in open areas is required. Typically, one hardwood tree per three thousand square feet of net site\* shall be added to each site and shall be a minimum of 2 ½ inch caliper at the base and ten feet (10’) tall at the time of planting. Hardwoods include single trunk varieties such as Oak, Walnut, Hickory, Maple, and Magnolia. No more than two trees of the same species shall be provided in the number required. \* Net site is the gross site, less any wetlands and less any calculated impervious area as reported on the site survey. One hardwood may be eliminated if two palm trees, ten feet tall or better are installed on the lot. In any case, one single trunk qualifying hardwood is required in all front yards.
- 6.3 **Evergreen Foundations:** Evergreen Foundation Plantings are required to provide year ‘round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants. Fifty percent (50%) of the foundation shrubs shall be a minimum of 24” tall, planted 36” on center with exceptions for porches. Fifty percent (50%) of the foundation plants shall be 36” tall or better. Foundation plants, shall be placed fully around the home. Quantities will be decided on an individual basis. In the front of the home and on sides facing the street, planting beds along the foundation shall be layered, in that there shall be smaller plants in front of primary foundation plants. These plants shall be separated no more than 24” on center. Other plants shall be used to create a third layer in corner locations or at breaks in the planes of the home. Deer and drought resistant plants shall be given strong consideration.
- 6.4 **Evergreen Screening:** Evergreen screening is needed to conceal non-mechanical service and utility areas. Quantities and sizes will be considered on an individual basis but shall provide immediate screening i.e.: HVAC shall be concealed by screen walls, see Article 5.15. Plantings for utility items shall be 4-6’ tall at time of installation. At the HVAC or Pool equipment screen wall, regular scale foundation plants shall be placed around the screen wall. Additionally, garage doors shall be screened to some extent from neighboring properties and the street. Screening shall not appear as a full wall, but placed in order to reduce any visual

dominance of the garage doors. Landscaping on lots adjoining lakes, wetlands, the Intracoastal or open space must not obstruct view corridors of neighboring homes to these amenities. The ARC will establish limits on planting areas based on protecting views from neighboring properties.

- 6.5 **Lawn and Groundcover:** Areas shall be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Front and Side Lawn areas that are adjacent to roads shall receive Sod. The remaining areas of the site, not receiving low maintenance ground cover shall receive grass. Grass areas must be seeded and maintained in accordance with the North Carolina State University Guidelines for turf grass in “high profile home lawns”, as described on their website: <http://www.turffiles.ncsu.edu/turfselect/> for Onslow County, North Carolina.
- 6.6 **Minimum Plant Sizes:**
1. **Ground Covers:** 1 gallon: 12-18” spread; 3 gallon: 18-24” spread
  2. **Hardwood Trees (including ornamentals):** 2.5” caliper (8-10’ height) There is a requirement of one hardwood tree per 3,000 gross square feet of the lot size or any portion thereof. See Article 6.2.
  3. **Evergreen Trees:** 6-8’ height minimum. One tree required per lot.
  4. **Foundation Shrubs:** Minimum of 5 gallons or 24” tall planted 36” on center.
  5. **Screen Plantings:** Minimum 4-6’ for utilities or service areas and must fully conceal service equipment.
- 6.7 **Irrigation:** An irrigation system controlled by an automatic timer or clock is required. Water may not be drawn from lakes or ponds. Water may not be drawn from wells. As an alternate, a rainwater recovery system may be utilized instead of a system connected to domestic potable water.

**NOTE: DWELLING MAY NOT BE OCCUPIED UNTIL THE LANDSCAPING IS FULLY COMPLETED, OR A \$1,000 BOND WILL BE REQUIRED, REFUNDABLE UPON COMPLETION.**

## **ARTICLE 7 – NOTIFICATION – FINES FOR VIOLATIONS**

- 7.1 **Notification:** Whenever a violation of any provision of the Architectural Guidelines or CC&Rs of Summerhouse occurs, the ARC or the Association Manager will notify the Owner/Builder of the violation by means of personal service, e-mail, US regular mail or certified mail.

The notifications will state the violation and give the Owner/Builder ten (10) days in which to remedy the violation. In the event the violation is not remedied within the ten (10) day period, the HOA may levy fines in accordance with the provisions of the North Carolina Planned Community Act, and, in the case of construction violations, may also reduce the Compliance Security Deposit refund in accordance with the provisions of Article 3.5.

- 7.2 **Fines for Violations:** In accordance with the North Carolina Planned Community Act, for Violations by an owner:
1. The initial fine for the first violation or the first day of any continuing or repetitive violation shall not be less than \$100.00
  2. Following an adjudicatory hearing, the association may levy fines up to the maximum level permitted by law, which may be up to \$100.00 per day until the non-compliance is corrected.
  3. **For General Contractors, the following fines apply:**
    - a) 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.

- b) 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.
- c) For working outside of permitted hours on any given day: \$100 per hour or fraction thereof.
- d) For violating the Sunday or holiday working restrictions: \$200 per hour or fraction thereof
- e) For trespassing on private lots or common areas (e.g., docks, pool): \$100 per incident
- f) For storing equipment on adjacent lots or on common areas without written permission of owner/ARC: \$100 per day.
- g) For use of gate code by personnel other than Builder and Sub-contractors: \$100 per incident and administrative costs to issue a new gate code
- (h) For commencing any construction activities prior to the review and written approval of the Architectural Review Submittal by the ARC: \$500.00. Additional fines could be assessed if construction continues without ARC approval.
- (j) Repeated violations may result in loss of Featured Builder status.

**ARTICLE 8 – COMMUNITY OBSERVANCES:**

**8.1 Common Areas**

Except with the prior written permission of the ARC, Builders and subcontractors are not allowed in the Common Areas or allowed to cross any Common Areas that are not paved streets or to park in Common Areas.

**8.2 Speed Limits**

The speed limit for Builders, subcontractors and construction vehicles is twenty-five mile per hour (25 MPH).

8.3 Any contractor utilizing private property for construction layout shall obtain written permission from that owner which shall be provided to the ARC prior to using that property.

**CAUTION: Underground utilities are rated at extremely high voltage and amperage and are life threatening if disturbed. While the electrical service is in a protective shroud, high impact equipment and hand tools may still compromise this protection. Owners and Builders should contact the local utility company to identify the location of the service line. If the line is not within the required utility easement of 15 feet to the inside of the property line, non-conformance of which has been observed to be the case in some instances, the Utility provider should be directed by the lot owner to relocate the line within the utility easement at the Utility company expense.**

**SUMMERHOUSE ARCHITECTURAL REVIEW  
MINOR PROJECT APPLICATION  
(ONE PAGE)**

**Submit this form for Minor Projects (only)**

**SUBMIT THIS FORM AND APPLICABLE FEE ONLY, TO:  
SUMMREHOUSE HOMEOWNERS ASSOCIATION, INC.**

c/o CAMS 1612 Military Cutoff Rd. Ste. 108 Wilmington, NC 28403 910-256-2021

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

All submittals will be digital and must be uploaded to the Charette.cloudapp.net site.

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - M (Project will be registered 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: \_\_\_\_\_

1. \_\_\_\_\_ Initial: Minor Project Part A Application Fee of \$125.00 is attached.

Make Check payable to: Summerhouse HOA

2. \_\_\_\_\_ Initial: Minor Project Part B: \$75.00 Fee is attached.

Make Check payable to: Summerhouse HOA

**OWNER ACKNOWLEDGES THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE  
SUMMERHOUSEARCHITECTURAL GUIDELINES IN THE EDITION DATED MAY 2014.**

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.

**A GATE CODE WILL BE PROVIDED BY THE ASSOCIATION MANAGER BY FAX OR E-MAIL  
AFTER THIS FORM IS PROCESSED: THAT NUMBER IS:**

(Provide this code to your on-site staff and subcontractors)

# SUMMERHOUSE - Minor Projects (added to an existing home)

## Please consult the ARC for the following minor projects

### **Part A Projects**

#### **Section: Project Description**

- 2.7 Balconies
- 2.8 Permanent Basketball Backboards
- 2.20 Decks
- 2.21 Deck Covers
- 2.22 Disability Access
- 2.24 Door Additions & Security Enhancements
- 2.26 Driveway Modifications or Expansion
- 2.27 & 2.66 Retaining Walls
- 2.32 Gazebos
- 2.35 Greenhouses
- 2.40 Minor Landscape Modifications
- 2.41 Lattice Work
- 2.42 Lights and Lighting Modifications
- 2.49 Out Buildings
- 2.53 Patio Covers
- 2.54 Patios Bars
- 2.56 Paving for Walks, Driveways, and Patio Areas

#### **Section: Project Description**

- 2.58 Playground Equipment,
- 2.59 Playhouses
- 2.61 Ponds and Water Features
- 2.64 Railings
- 2.67 Roof Replacement
- 2.68 Rooftop Equipment
- 2.72 Shutters
- 2.73 Siding Replacement
- 2.75 Skylights
- 2.76 Solar Energy Devices
- 2.77 Solar Shades
- 2.78 Sports Courts
- 2.90 Vents
- 2.93 Window Replacement
- 2.94 Window Tinting & Security
- 2.95 Wind Turbines, Wind Vanes and Directionals

### **Part B Projects**

#### **Section: Project Description**

- 2.6 Awnings
- 2.9 Birdbaths (more than one)
- 2.10 Birdfeeders (more than one or located in front or side yard)
- 2.25 Drainage Changes
- 2.23 Dog Houses
- 2.27 Fences
- 2.31 Raised Flower or Vegetable Gardens
- 2.36 Hot Tubs
- 2.49 Lawn Ornaments (more than three)
- 2.51 Exterior Painting (if same color, if not then it's a project A)
- 2.65 Rain Barrels - For irrigation system
- 2.70 Saunas

### **Part C Projects** (Although no application nor fee is required, all Guidelines must be followed)

#### **Section: Project Description**

- 2.8 Portable Basketball Goals – stored each evening inside garage.
- 2.19 Composts in rear yards out of sight of street.
- 2.28 Irrigation extensions
- 2.40 Landscape Modifications (Only replacing damaged or destroyed elements with same elements)
- 2.96 Removal of small scrub trees and shrubs prior to or after plan approval. See Article 4.6

**SUMMERHOUSE ON EVERETT BAY  
SCHEMATIC REVIEW  
SUBMITTAL FORM ONE**

SUBMIT THIS FORM AND FEES IF APPLICATABLE TO:  
**SUMMERHOUSE HOMEOWNER'S ASSOCIATION, INC.**  
c/o CAMS 1612 Military Cutoff Rd. Ste. 108 Wilmington, NC 28403 910-256-2021

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ Lot Address: \_\_\_\_\_  
Lot Owner: \_\_\_\_\_  
Registrant Name (primary contact): \_\_\_\_\_  
Registrant e-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ (w/area code)

**ALSO, CONFIRM THE FOLLOWING FEES ARE INCLUDED WITH THE APPLICATION:**

- I. Initials \_\_\_\_\_ Homeowner's fees paid to HOA for current year, or attached herein.
- II. Initials \_\_\_\_\_ We are not the lot owner, are purchasing a lot have not obtained the title, or are an owner wishing to place the lot with a conceptual plan on the market and are requesting a Schematic Review. (Provide Review Fee of \$250.00 with the Application.) **Make Checks Payable to Summerhouse HOA**

**IMPORTANT GENERAL NOTE:** All submittals after this form are to be digital. There is no regular meeting time for the ARC. Reviews will commence upon receipt of the digital submittal and typically are completed within two weeks. Incomplete submittals will be rejected, requiring a further submittal. Submittals are required for Schematic, Design Development and Construction Document Reviews.

All formal ARC determinations will be placed on the Charette.cloudapp.net Site.

By: (Signature) \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**A GATE CODE WILL BE PROVIDED BY THE ASSOCIATION MANAGER BY FAX OR E-MAIL AFTER THIS FORM IS PROCESSED:**

**THAT NUMBER IS:**

(Provide this code to your on-site staff and subcontractors)

**SUMMERHOUSE ON EVERETT BAY  
DESIGN DEVELOPMENT REVIEW  
SUBMITTAL FORM TWO**

**SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:  
SUMMERHOUSE HOMEOWNERS ASSOCIATION, INC.**  
c/o CAMS 1612 Military Cutoff Rd. Ste. 108 Wilmington, NC 28403 910-256-2021

**(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ Lot Street Address \_\_\_\_\_  
 Lot Owner: \_\_\_\_\_  
 Registrant Name (primary contact): \_\_\_\_\_  
 Registrant e-mail address: \_\_\_\_\_  
 Registrant Mailing Address \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)  
 Builder (if selected) \_\_\_\_\_

**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 Architectural Review fee \$1,000.00.
- III.\* Initials \_\_\_\_\_ Compliance Security Deposit for dwelling construction: \$3,000.00.\*\*
- IV. Initials \_\_\_\_\_ Additional Plan Review \$150.00 fee is attached.
- V. Initials \_\_\_\_\_ Additional On-Site Review \$225.00 fee is attached.
- VI. Initials \_\_\_\_\_ Modification to Existing Home \$325.00 Review fee is attached.

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

\*\* \$1,500.00 deposit required for remodeling or installations requiring building permits. In both cases, 20% of which is non-refundable and will be retained by the HOA to cover non-specific wear and tear of infrastructure in the community.

**OWNER AND/OR REGISTRANT ACKNOWLEDGES THAT THEY HAVE READ AND AGREE TO  
CONFORM TO THE COMMUNITY GUIDELINES AS OUTLINED IN  
EDITION DATED: \_\_\_\_\_**

**By: (Property Owner Signature) \_\_\_\_\_**  
**Print name: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Print name: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Company: \_\_\_\_\_ NC Contractor License # \_\_\_\_\_**

| Areas In Box To Be Completed By HOA Association Manager Only |  |             |  |
|--|--|-------------|--|
| \$ _____<br>TOTAL Fee(s).                                    | Check #: _____   | Date: _____ | Paid By: <input type="checkbox"/> Owner<br><input type="checkbox"/> Registrant |
| Compliance Security<br>Deposit \$ _____                      | Check #: _____   | Date: _____ | Paid By: <input type="checkbox"/> Owner<br><input type="checkbox"/> Registrant |
| HOA Fees Current?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |             |  |
| Submittal Received By: _____                                 |  |             | Date: _____  |

**SUMMERHOUSE ON EVERETT BAY  
CONSTRUCTION DOCUMENT REVIEW  
SUBMITTAL FORM THREE  
PLANS, MATERIALS AND COLORS**

**SUBMITTAL TWO MUST BE COMPLETED PRIOR TO SUBMITTING THIS FORM.**

No clearing, grading or construction shall commence before written approval of this application is obtained & pre-construction review is completed.

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

DATE OF THIS SUBMITTAL: \_\_\_\_\_

LOT #: \_\_\_\_\_ ORIGINAL \_\_\_\_\_ RESUBMITTAL \_\_\_\_\_ (check one)

PROPERTY ADDRESS: \_\_\_\_\_

**OWNER:** \_\_\_\_\_ CURRENT

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ TYPE \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**HVAC CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ TYPE \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ TYPE \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ TYPE \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**LANDSCAPE CONTRACTOR:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ TYPE \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

ARCHITECT NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_

DESIGNER ONSLOW COUNTY BUSINESS LICENSE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

**LANDSCAPE ARCHITECT/DESIGNER:** \_\_\_\_\_

ARCHITECT NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_

DESIGNER ONSLOW COUNTY BUSINESS LICENSE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

IS THIS PLAN AUTHORIZED BY THE DESIGNER FOR USE ON THIS LOT? YES \_\_\_\_\_ NO \_\_\_\_\_

HEATED SQ. FT. MAIN FLOOR \_\_\_\_\_

2<sup>ND</sup> FLOOR: (or attic story) \_\_\_\_\_

OTHER: (behind garage etc.) \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_ (Heated \*)

UNHEATED SQ. FT.:SUBTOTAL \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): \_\_\_\_\_ (Under Roof)

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

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_

STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_

STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_

SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_

WINDOWS MFG: \_\_\_\_\_ STYLE: \_\_\_\_\_

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_

SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_

DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_

DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_

PATTERN: \_\_\_\_\_

WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_ OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_

FIREPLACE? YES NO QUANTITY: \_\_\_\_\_ CHIMNEY: \_\_\_\_\_ (Material Type)  
**(UNVENTED GAS FIREPLACES AND EXPOSED METAL STACKS ARE NOT PERMITTED.)**

OPEN DECK? YES NO QUANTITY: TOTAL SQ. FT.: \_\_\_\_\_

PATIO? YES NO QUANTITY: TOTAL SQ. FT.: \_\_\_\_\_

**CONFIRM THAT YOU ARE ALSO SUBMITTING THE FOLLOWING:**

- Initials: \_\_\_\_\_ **DESCRIPTION OF HOME AND AMENITIES:**  
A complete set of plans and elevations, wall sections and details along with a full set of specifications. Each drawing lists the community name and lot number.
- Initials: \_\_\_\_\_ **SITE PLANS:**  
A Site Plan prepared by a licensed land surveyor is provided for the full site. Architectural Site plan must also be prepared by licensed professional.
- Initials: \_\_\_\_\_ **IMPERVIOUS AREA CALCULATIONS: (SEE *ARTICLE 4.1.3.1*)**  
a) The site plan or a letter is required which includes a statement that the impervious area expected after full build out conforms to the requirements of *Article 4.1.3.1*. Calculations must be submitted under the signature of a licensed contractor, surveyor, architect or landscape architect.
- Initials: \_\_\_\_\_ **EROSION CONTROL AND SITE MANAGEMENT:**  
a) A Drainage and Erosion Control Plan and including stone driveway.  
b) Show portable toilet, construction debris receptacle, and spoil locations.
- Initials: \_\_\_\_\_ **PRODUCT LITERATURE:**  
Materials brochures sent digitally, for each material and color.
- Initials: \_\_\_\_\_ **PHOTOS:**  
a) Detailed photos of the full length of the street and curb especially showing any pre-construction damage.
- Initials: \_\_\_\_\_ **LANDSCAPE PLAN:**  
A copy of the Landscape Plan submitted with a legend identifying all landscape elements, pools, patios and fences. I understand that submittal of this information at a later date than the initial submittal may result in an additional review fee.

**EDITION DATE OF GUIDELINES USED FOR THIS SUBMITTAL IS AS NOTED IN THE FOOTNOTE TO THIS PAGE.**

**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 SUMMERHOUSE ON EVERETT BAY HOMEOWNERS ASSOCIATION prior to my obtaining bank loans or building permits, and the full cost of any delay resulting from the association not approving the plans, if reviewed and approved within 45 days, or if not approved, with re-submittals for non-approvals within an additional 45 days from my re-submittal, are at my sole expense.

**OWNER AND CONTRACTOR ACKNOWLEDGE HEREIN THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINE EDITION NOTED BELOW AND THAT THEY WILL ENSURE ALL SUB-CONTRACTORS ARE FAMILIAR WITH THE REQUIREMENTS FOR CONSTRUCTION IN SUMMERHOUSE AND THAT WORK BY PRIME SUBCONTRACTORS WILL BE SUPERVISED BY LICENSE HOLDER.**

\_\_\_\_\_  
Lot Owner Signature    Date

\_\_\_\_\_  
General Contractor Signature    Date

**SUMMERHOUSE ON EVERETT BAY  
ARCHITECTURAL REVIEW  
SUBMITTAL FORM FOUR  
REQUEST FOR ON-SITE REVIEWS**

**LOT #** \_\_\_\_\_

**1. PRE-CONSTRUCTION ON-SITE 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 “SUMMERHOUSE ARCHITECTURAL GUIDELINES”).

1. STAKING OF THE OUTLINE OF THE HOME AND THE LOT;
2. SAMPLES OF ALL MATERIALS AND COLORS;
3. SILT FENCE IN ACCORDANCE WITH STATE STANDARDS (REFERENCE ARTICLE 4.2);
4. ORANGE CONSTRUCTION FENCING WHERE NEEDED TO KEEP TRASH FROM BLOWING OFF THE SITE;
5. PORTABLE TOILETS (FACE DOOR AWAY FROM THE STREET AND DO NOT PLACE ON THE SIDEWALK)  
MULTIPLE SITES CAN SHARE ONE TOILET IF SITES SHARE A COMMON LOT LINE OR ARE LESS THAN 200 FEET APART AND ARE CONTROLLED BY THE SAME BUILDER;
6. TREE PROTECTION AND STONE CONSTRUCTION DRIVE.
7. ALL OF THE ABOVE MUST BE IN PLACE ***PRIOR*** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.
8. DUMPSTER CAN BE PLACED FOLLOWING THE PLACEMENT OF THE FINISHED FIRST FLOOR OR PRIOR TO FRAMING.

**NOTE: AN ADDITIONAL SITE INSPECTION, AND FEE, WILL BE REQUIRED IF ALL REQUIRED ITEMS ARE NOT IN PLACE AT THE TIME OF THE STAKING REVIEW.**

\_\_\_\_\_  
Signature of Person Requesting Review: Date

**2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS ARE INSTALLED AND HOUSE WRAP IN PLACE, THE OWNER OR BUILDER SHALL NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHALL 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 SHALL 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. A LETTER CONFIRMING THE FINAL CALCULATIONS FOR IMPERVIOUS AREA SHALL BE SUBMITTED WITH THIS REQUEST. THE LETTER MUST BE SIGNED BY A LICENSED PROFESSIONAL STATING THAT CALCULATIONS WERE MADE AS PRESCRIBED IN ARTICLE 4.1.3.1 OF THIS EDITION. COMPLIANCE DEPOSIT REFUND MAY BE REQUESTED FOLLOWING THIS APPROVAL. SEE ARTICLE 3.5.

\_\_\_\_\_  
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.**

**FOLLOW THE INSTRUCTIONS SENT FOLLOWING PAYMENT OF YOUR FEES  
(SUBMIT THIS FORM DIGITALLY)**

SUMMERHOUSE ON EVERETT BAY  
Architectural and Landscape Guidelines – November, 2017 Edition

# UNIFORM FIELD REPORT

LOT REVIEW:  Site Staking  Dry In  Final

1. Community: \_\_\_\_\_ Lot number: \_\_\_\_\_ Date: \_\_\_\_\_

2. Homeowner: \_\_\_\_\_ 3. Builder \_\_\_\_\_

**Road and Curbing:**  Pre-construction Damage  Damage from Current Construction

Note Damage: \_\_\_\_\_

**Water Meter:** Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_ Siphon Break: Yes No

**Sewer System:** Condition of cover and piping: \_\_\_\_\_ Type of Protection: \_\_\_\_\_

**Silt Fence Condition:** Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

**Site Staking:** **Dry In** **Final**

Y N Stone for Driveway Y N Stone Driveway in good condition Y N Driveway Stone Removed

Y N Dumpster on site Y N Dumpster location & site trash good Y N Dumpster Removed

Y N Port-a-Potty on site Y N Port-a-Potty location good Y N Port-a-Potty Removed

Y N Site Boundaries Marked

Y N House Staked as noted on plan

Y N Sample Board Complete Y N Materials on home same as on board. Y N Materials same as board

If No explain: \_\_\_\_\_

Y N Building Materials Stored (Neighboring property Approval Letter Provided) \_\_\_\_\_

Y N Was neighboring Property restored after construction complete? \_\_\_\_\_

Y N Roadway in good Condition: \_\_\_\_\_ Y N Roadway needs cleaning? \_\_\_\_\_

Y N Windows & Doors Confirmed \_\_\_\_\_

Y N Roofing Manufacturer & Style Confirmed \_\_\_\_\_

Y N Exterior Home Massing and Details as Approved \_\_\_\_\_

Y N Landscape Elements as Approved. If no, explain \_\_\_\_\_

Y N Mailbox in Place Y N Photos on file?

Notes: \_\_\_\_\_

**Community Work Hours:** M-F \_\_\_\_ (am) \_\_\_\_ (pm) Saturday \_\_\_\_ (am) \_\_\_\_ (pm) Sunday/Holidays \_\_\_\_ (am) \_\_\_\_ (pm)

(Check Guidelines for Holiday closure dates)

## NOTES:

- 1) **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 **HOA** will have roadways cleaned and bill the **homeowner**.
- 2) **Requirements for neighboring sites:** **Homeowner**/Builder must have written approval to utilize adjoining lots in any manner. Damage to neighboring property will be the responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.
- 3) This review is based solely on compliance with the Architectural Guidelines and does not constitute approval of non-compliant design or construction, unless specifically identified herein as an approved variance, and does not relieve the Property Owner of the responsibility to fully comply with the Guidelines. Approval does not in any way represent an opinion of the adequacy of the construction. or of the suitability of proposed building materials or methods of construction.

### \* Indicates Items to be Resolved

- Approved (To Proceed with Construction)  Approved With Conditions  Not Approved  
 Not Approved – Revise and Resubmit  Non-Compliant – Requires Resolution  
 Incomplete – Add'l On Site Review Required (Additional Review Fee will be deducted from the Deposit \$ \_\_\_\_\_)

Y N Is Security Deposit Authorized for release? If No, explain: \_\_\_\_\_

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

Homeowner: \_\_\_\_\_ Builder \_\_\_\_\_ Date: \_\_\_\_\_

ARC/ACC: \_\_\_\_\_ Date: \_\_\_\_\_