

STRATFORD ON PROVIDENCE

ARCHITECTURAL GUIDELINES

March 2014 EDITION



The following are the architectural and design criteria established by the Stratford On Providence Architectural Review Committee (SOPARC) on behalf of the Stratford On Providence Homeowners Association, Inc. (SOPHOA) and, in accordance with the recorded “Declaration of Covenants, Conditions and Restrictions of Stratford On Providence Subdivision” (CC&Rs).

Introduction:

The Stratford on Providence Homeowners Association has taken several steps to help achieve and maintain the appearance of a well-planned community. These include assisting you in identifying a designer experienced in themed architecture, requiring the use of a licensed builder, creating a comprehensive set of guidelines and providing consultant resources to support you while planning and building your home. The intention is to give you the flexibility to create a home that fits your needs while maintaining a high level of quality in design and construction.

An important aspect of the ARC's work is to protect the value of properties in the Stratford on Providence community by restricting designs or construction that falls short of the published standards. In recent years we have seen property values fall due to external economic conditions. We view this as temporary and believe values will recover to a great extent over time. However, permitting homes to be constructed that are below standards set for the community will be a permanent mark that cannot be easily overcome.

Equally important to protecting values, the ARC sees its main focus as helping you realize the potential for your home before you build it. If you have ever completed a home and said, "I wish I had thought to do that," you will understand the additional value that the ARC wants to bring to the process.

The ARC reviews each submittal in detail and prepares a response that identifies any required changes, and where appropriate, offers suggestions that may enhance your design. During the construction of your home the ARC will visit your site at three specific milestones to evaluate compliance with the guidelines.

On the last pages of this document are some of the more common questions we are asked about the review process. When you are prepared to begin the process, obtain the latest edition of the Guidelines from the Association Manager, or you may go to www.charettearchitects.com, and find the current edition and other useful information under the 'review' link.

We will make a sincere effort to work with you and be of value to you during the development of your home. And if you have any questions, please always feel free to contact the ARC at our e-mail address:

ARC@charettearchitects.com.

Sincerely,
Stratford on Providence
Architectural Review Committee

Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised June 2018)

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

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Introduction Letter

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FAQ's: Frequently "Answered" Questions
Summary of Steps to make the process flow smoothly
Flow Chart
ARC Checklist

ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:

- 1.1 **Purpose:** These Stratford On Providence Architectural 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 Stratford On Providence community. Homes in the SOP Community are to be custom designs, adapted to the specific site and significantly distinct from home designs found on internet sites and home plan books. ***The styles for homes in Stratford On Providence include French Country, English Rural, Arts and Crafts and Norman Manor.*** Other styles are approved on a case by case basis. 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 Stratford On Providence are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the SOPARC 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 SOPARC 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 SOPARC may at times place a temporary moratorium on any particular style of design, or building material until, at the sole discretion of the SOPARC, it is determined that the community has been brought back into balance.

ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Stratford On Providence properties, which are or may be subject to the CC&Rs. These Guidelines are not binding upon the SOPARC.
- 2.2 **Authority:** The Stratford On Providence Architectural Review Committee (SOPARC) has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the CC&Rs. While the Guidelines are intended to provide a framework for construction and modifications, the Guidelines are not all-inclusive. In its review process, the SOPARC 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 SOPARC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials for non-conformance to the CC&Rs, Architectural Guidelines or for aesthetic reasons, which in the sole discretion of the SOPARC shall be deemed sufficient.

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2.3 **Governmental Permits:** To the extent that the North Carolina State Building Code, Union County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CC&Rs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CC&Rs and the Guidelines (in that order) shall prevail.

2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The SOPARC does not review submittals for compliance with such requirements. Approval of plans and specifications by the SOPARC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefor is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THIS FROM THE STRATFORD ON PROVIDENCE HOA IN WRITING.

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

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

2.6 **Waiver:** The Owner and Builder agree to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause of action of any nature against the Stratford On Providence Homeowner Association Board, its Board of Director officers, employees, agents or sub-consultants, which may arise out of or in connection with the performance by any parties above names for the Architectural Compliance Reviews or any actions required to administer or enforce the requirements of the Stratford On Providence Architectural Guidelines.

2.7 **Indemnification:** In addition, and not withstanding any other provisions of this agreement, the Owner and Builder agree, to the fullest extent permitted by law, to indemnify and hold harmless the Stratford On providence Homeowners Association Board, its Board of Director officers, employees, agents or sub-consultants, against all damages, liabilities or costs including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named for the Architectural Compliance Reviews or any actions required to administer or enforce the requirements of the Stratford On Providence Guidelines and the services under this Agreement.

2.8 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 Declaration,

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any applicable Supplemental Declaration, and any other applicable architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community.

IF ANY PORTIONS OF **ARTICLE TWO** ARE UNCLEAR, PLEASE REQUEST A REPRESENTATIVE OF THE DECLARANT OR THE STRATFORD ON PROVIDENCE HOMEOWNER'S ASSOCIATION BOARD TO PROVIDE CLARIFICATION.

ARTICLE 3 –PROCEDURES AND FEES:

3.1 **Participating Home Builder Program:** All residences, buildings, and other structures or improvements within the Stratford On Providence community must be constructed by a member of the Stratford On Providence Participating Builder Program. The exceptions to this include pools with no occupied vertical structure, landscape, hardscape, exterior fireplaces or grills, fencing and any pre-approved items listed in **Article 3.14**. Note that submittal to the ARC is required for all items except those permitted in **Article 3.14**. The Participating Home Builder Program is intended to protect and enhance the property values and aesthetics of the community of Stratford On Providence by allowing only those builders who have demonstrated an ability to construct high quality homes and who are familiar with the requirements of these Guidelines and the CC&Rs, to build within the neighborhood. However, the Stratford On Providence HOA nor its agents assume any responsibility for the performance of any of the Participating Home Builders, and therefore assumes no liability for any aspect of their agreement or contract with any property owner.

A current list of participating member Builders is available from the Stratford On Providence Homeowner's Association (SOPHOA). Such list is subject to change from time to time; therefore Owners must submit the name of their proposed Builder to the SOPARC prior to the start of construction. Only one builder member of the Participating Builder Program shall make any and all improvements to any one individual property. Buyer's failure to select a builder member of the Participating Builder Program shall constitute grounds for rejection of the construction plans. **Reference Article 7 for qualifications for Participating Home Builders.**

3.2 **Required Submittals:**

Required Submittals -Minor Projects: The ARC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review or the payment of fees. These items are identified in appropriate areas throughout the document. A form is included to request a Minor Project Review in the forms area at the end of this document. No other forms are required.

Required Submittals - Major Projects: Major projects include a new home or pool with or without cabana addition. New homes require three reviews. To begin the process, complete **Form One**. Pools with or without Cabana additions require Design Development and Construction Document Reviews only.

Architectural Review: To begin the review process, fill out and sign the "**Stratford On Providence - Submittal Form One Schematic Review**" which is attached to these Architectural Guidelines. Review the Guidelines carefully, since by signing this submittal you agree to conform to the Guidelines. You may e-mail "**Form One-Schematic**" to the Association Manager for the 'informal' Schematic Review. Following this

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you will receive notification to your e-mail giving you access to the site where you may upload your Schematic drawings along with **page 10** of this document with the check list identified in those checklists.

Submittal Form Two - Design Development: After receiving the informal review comments from the SOPARC for your Schematic review, mail, or hand deliver the completed “**Form Two - Design Development**”, signed and with all required fees to the property management company listed on the top of the submittal. Upload your Design Development submittal and **page 11** of this document along with items required on the checklist to the review site to commence the ‘formal’ Design Development review.

Construction Document Review: After receiving the formal review comments from the SOPARC for your Design Development Review, and after completing the full set of Construction Documents, upload these documents to the review site and include **page 12** of this document, along with items required on this checklist to obtain final approval from the SOPARC.

3.3 Architectural Review Fees:

New Residences: There is a fee for new residences of \$1,250.00. This fee entitles the lot Owner to up to three reviews total for Design Development and Construction Drawings phases (Formal Reviews). It also includes three on site reviews to observe compliance (Site Staking, Dry-in and Final Completion). The property Owner is encouraged to submit all materials at the time of the formal review period, including landscape, pools or other amenities since additional reviews may incur and additional review fee.

Reviews Completed After the Construction Document Review: There shall be \$150.00 per review and any site visit required beyond those stated above shall be \$225.00 per visit (including re-reviews).

Not Requiring a Building Permit: For items not requiring a building permit and those noted in **Article 3.14**, the documentation fee is \$150.00. (A letter to the SOPARC, c/o the Association Manager advising of the change is required for record purposes)

Additions/Modifications to Existing Homes – Not Exceeding 25% of the Home Value: For additions to existing homes, not exceeding 25% of the value of the home, the review fee shall be \$375.00 and include one site review at final completion.

Pool and Associated Amenities: The addition of a pool and associated amenities, not including a vertical occupied structure is \$225.00. The addition of a pool and a vertical occupied structure is \$325.00.

Additions/Modifications to Existing Homes – Exceeding 25% of the Home Value: Reviews for additions or modifications to an existing home and exceeding 25% of the value of a home, or adding more than 20% to the Gross Square Footage of the home shall be \$425.00 and will include one site review after completion.

3.4 Schematic, Design Development and Construction Drawing Submittals

A. **Schematic:** The Schematic submittal is the first required submission to begin the review process. No fee is required from property owners for this review. For individuals who are not property owners nor a participating builder and who are considering a purchase of a lot in Stratford On Providence, there is a fee for the review as noted on Form One-Schematic, attached herein. *NOTE: Reference the Flow Chart to view the full review process.*

- a. The intent of a Schematic Review is to provide the lot owner with an opinion from the SOPARC if their home will be generally acceptable under the Guidelines.
- b. Submit the Site Survey Checklist and Schematic Design Checklist with all the requested information 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.

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- c. Items on the application form should be in digital form using PDF public domain software.
- d. Please allow up to ten calendar days for a response

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:

- ___ Stratford On Providence infrastructure to include all improvements, roads, ponds, utilities on or immediately adjacent to subject property. Identify the recorded plat and lot number.
- ___ Property lines with dimensions and bearings and a north arrow.
- ___ Streets, setbacks, right of ways, easements, utility stub-outs, flood zones and all other pertinent information from recorded documents.
- ___ Outline (footprint and eaves) of the proposed home, porches, steps, patios, walkways and driveway(s).
- ___ Contours at two-foot increments. Illustrate elevation above sea level and show benchmark referenced to some 'called' point on site that will remain undisturbed. Show existing contours as dashed lines and number the contours with an elevation designation every ten feet of change.
- ___ Show proposed finished contours with solid lines.
- ___ All existing hardwood trees with a caliper of 6" or greater and all existing Pines with diameter of 30 inches or over.
- ___ Scale to be 1/8" = 1'-0" or 1" = 10ft.
- ___ Outline of the most proximate side and forward most feature of any home on an adjacent lot.
- ___ Distance of the home most immediately across the street from the road curb to forward most feature of the home.
- ___ Total planned footprint of the home on the site and total square footage of the site.
- ___ Seal of the licensed surveyor with a signature and date.

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

SCHEMATIC CHECK LIST

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.

SUBMITTED BY: (print name) _____

POSITION (Owner or Contractor) _____

- B. **Design Development Submittal:** The items required for the Design Development approval are listed on the following check list. (Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.) Allow up to fourteen (14) calendar days for a response.
- C. **Construction Document Submittal:** As a continuation of the design process, the document set must be refined with specific attention to and inclusion of the information on the check list which follows. Allow up to ten (10) calendar days for a response.

DESIGN DEVELOPMENT (DD) CHECKLIST

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

- ____ (1) A completed Stratford On Providence **Form Two -Design Development** along with **Form Three** in digital format. Indicate all finished materials to be used as to manufacturer and style.
- ____ (2) A completed Contractor Reference **Form Eight** in digital format (new Builder only)
- ____ (3) Design Development Floor Plans and Elevations in digital format including:
- i. 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.
 - ii. Roof plan indicating slopes and finish materials.
 - iii. 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.
 - iv. 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.
 - v. A transverse and longitudinal section through the front entry and front door.
 - vi. Additional key details needed to clarify significant features of the design.
- ____ (4) Design Development Site Plan if changes are made to original submittal.
- ____ (5) Tree survey. Denote trees to be removed.
- ____ (6) Photographs in digital formats documenting the existing conditions of the lot prior to clearing/construction. Photos shall be provided showing the following:
- I Road surface, road shoulder, and drainage ditch along the entire portion of the lot abutting the street. These photos may be necessary to confirm that road or curb damage existed prior to construction.
 - II The entire width of the lot and its trees/vegetation as viewed from the street and as viewed from the approximate center of the lot facing the rear of the lot.
- ____ (7) The SOPARC 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 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 "Stratford On Providence HOA."

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

CONSTRUCTION DOCUMENT (CD) CHECKLIST

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

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

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

EXPECTED START _____ EXPECTED DRY-IN _____ EXPECTED FINAL _____

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

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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 foundation height against the previously approved site contour plan. This survey shall be submitted as a drawing to the SOPARC review site prior to framing.

3.5 **Compliance Security Deposit:** A \$5,000 security deposit for new home construction and large remodel projects, which exceed 25% of the value of the home or adds 20% or more to the Gross SF, is required. Payment (checks payable to Stratford On Providence Homeowners Association, Inc.) must be submitted with the Stratford On Providence Architectural Review Form Two-Design Development 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 \$1,250.00 deposit. **The Contractor shall pay for the deposit from its funds.** The deposit is intended to protect the Homeowners Association from costs resulting from careless and/or negligent construction practices by the Contractor or Owner. If the total charges against the Compliance Security Deposit should exceed 50% of the initial \$5,000 deposit, an additional deposit must be submitted within 7 days of written notification to bring the amount to its full value, 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. Twenty percent (20%) will be retained by the HOA to cover non-specific wear and tear on the infrastructure and as qualified by the following: Site review forms will be used to document the condition of the roads, curbs and community amenities near the property prior to construction and for post construction review and recommendation for Compliance Security Deposit return.

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

Any and all costs incurred by the SOPHOA to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include SOPHOA expenditures to reseed, clean up, etc. the road rights-of-way, to repair road pavement, road shoulders and drainage swales near and in front of the subject lot, to perform maintenance on utility services and irrigation systems damaged by construction activities, to repair silt fences, to correct deficiencies in the construction of the home (including deficiencies caused by non-compliance with these Guidelines), to secure the home or the site during construction, to place a fine or lien on the home, or to supplement an incomplete landscape plan.

B. Contractor right to make repairs:

Before the SOPHOA 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 SOPHOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the SOPARC or HOA Board will be required to authenticate quality of the repair.

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

The final amount of the deposit refund will be determined by the SOPHOA 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 SOPHOA 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

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their objections to any withholding of their full refund. The Board of Directors may deliberate the final determination in a closed session and will notify the Contractor or Owner of its decision in writing.

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

- 3.6 **Review Period:** For each phase of the three step document review process, properly executed applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response will be sent by e-mail to the registrant typically within fourteen (140) calendar days of receipt of the complete materials to the SOPARC. The letter will give the status of the submittal as follows:

“Approved” – The entire submittal is approved as submitted.

“Approved With Conditions” – The submittal is not approved as submitted, but approved conditional on the owner correcting the objectionable features identified by the SOPARC. The Applicant must correct the plan’s objectionable features or segments, and the Applicant may be required to resubmit all or a portion of their documents in order to receive approval prior to commencing the construction or alteration.

“Disapproved” – The submittal is rejected. The SOPARC will typically provide comments, but is not required to do so at length or for all objections. Therefore, comments should not be construed to be the sole reasons for rejection.

- 3.7 **Submittals Retained:** All approved submittal items are retained by the SOPHOA for record purposes for a limited period of time only. The SOPARC should not be considered the perpetual holder of your records. Owners are expected to retain copies of all records associated with their home.

- 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 to the SOPARC and as part of the Design Development review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The SOPARC 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 by the SOPARC in writing.

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

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

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Pre-Construction: Prior to commencement of clearing, grading or construction the Owner shall: stake-off the location of the home site and driveway; clearly mark all areas to be cleared, including flagging all trees to be saved, for inspection/approval by the SOPARC. Install construction fencing and where practical, stone drive. Upload Form Five to the review site to schedule the inspection. Allow a minimum fourteen (14) calendar days' notice. For this review, place a ribbon along the path of the intended silt fence so that it may be evaluated for potential damage to roots of trees that should be saved.

DO NOT DIG THE GROUND TO EMBED THE SILT FENCE PRIOR TO APPROVAL OF THE SOPARC.

See **Article 3.10.1** for Sample Board Requirements. Physical Samples must receive approval from the SOPARC prior to installation of any materials on the home.

Dry-In: Once the home has the roof, windows and doors installed, the lot Owner shall notify the SOPARC for a site visit similar to pre-construction notification. 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 fourteen (14) calendar days' notice. Construction does not need to cease while awaiting the Dry-in Review.

Construction Completion: Once the home is complete and landscaping is installed, the lot Owner shall notify the SOPARC for a final site visit similar to pre-construction notification. Allow a minimum fourteen (14) calendar days' notice

- 3.10.1 **Sample Board:** All exterior materials of construction shall be approved prior to application on the home. This may be accomplished in one of two ways. **1)** The lot Owner may wish to have installed at the time of the preconstruction on-site review a sample board demonstrating the material selections for all exterior wall, roof, and trim materials, including gutter color samples. The board shall be placed near the curb, face the street and be maintained through the construction completion review. It shall be constructed of a single piece of plywood mounted vertically on two 4x4 posts, and have the lot number in 3" high numerals on a post facing the street. No other sign is permitted on the board. The board shall be at least 32" wide and of adequate height to devote 16" vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials which shall be installed at a 12:12 pitch with a 12" overhang distance for installation of the fascia and soffit materials. Materials shall be placed on the board in the order they will appear on the home. The sample board should be retained until after the final on-site review, but to facilitate final completion of the home, may be removed at the time when finished grade is prepared with components of the board made available for inspection by the SOPARC at the final review. **2)** As an alternate, the contractor shall have the full sample board available prior to commencing framing. A separate review fee of \$150 will be assessed for each additional site visit required for sample board review. Other requirements from option 1 for the board and its final disposition apply herein.

NO WALL MATERIALS OR COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL BE PERMITTED. See **Article 9** for reference.

- 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 SOPARC may approve or disapprove, in its sole discretion.

- **Note:** Provide expected milestone dates on *Construction Document Checklist page 12.*

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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 SOPARC, 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. SOPHOA dues must be current and all other fees must be paid before submittals will be considered by the SOPARC.

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

All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the Construction Document approval of plans must be submitted to and approved in writing by the SOPARC prior to implementation. Close cooperation and coordination between the Applicant and the SOPARC will ensure that changes are approved in a timely manner. If Union County or any other authority having jurisdiction requires that changes be made to Construction Documents previously approved by the SOPARC, the Applicant must notify the SOPARC of such changes and receive approval from the SOPARC 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 SOPARC has been granted) shall require the submission of a ***Design Review Application "Submittal Form Two-Design Development"*** to the Association Manager. Submit ***Form Two*** for the ***Design Development Submittal*** and once again for the ***Construction Drawing Submittal***. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon with the SOPARC as stated on ***Page 15***. The review fee for modifications and other improvements shall be as stated in ***Article 3.3***.

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

Part A Minor Project: A review fee as noted on the form is required for the following items.

- (1) Children's play equipment. To be approved it should not extend across side yard or rear yard setbacks, should be screened from neighboring property with shrubs and trees and anything above six feet in height finished in natural colors as opposed to primary colors.
- (2) Garden walls composed of masonry matching the masonry of the home, installed in the rear or a side yard which is not street facing or facing a common area and is less than or equal to five feet tall. It must be installed with masonry or stone top cap and water proofing to prevent efflorescence.
- (3) The addition of a patio or masonry fireplace to the rear of the home which is at grade level and does not extend across side yard or rear yard setbacks. Masonry must complement the masonry of the home and the fireplace may not be more than eight feet wide nor eight feet high. A pool addition or vertical structure is considered a major project.
- (4) Landscape elements that are in addition to items in the initially approved landscape plan or are an enlargement or reduction of a previously approved landscape plan.

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- (5) Permanently installed basketball goals.

Part B Minor Project: No review fee is required for the following Minor Projects, An application must be submitted however:

- (1) Satellite dishes installed on poles. Units should not exceed eight feet in height and must be installed in side yards not facing the street or rear yards and must be fully screened with shrubs or trees. Satellite dishes must not extend across side yard or rear yard setbacks and must not be installed on a roof visible from the front of the home or exposed on the roof visible from common areas or ponds.
- (2) Any ground level permanently installed patios in the rear of the home providing it does not extend across side yard or rear yard setbacks.
- (3) Visually permeable fencing composed of black wrought iron or similar black aluminum rail and not taller than five feet in height.
- (4) Vegetable (food product) gardens larger than 200 SF in area or placed in areas other than a rear yard.
- (5) Yard ornaments visible from the front of the home or from a common area, lake or pond.

Part C Minor Projects: No application nor payment of fees are require for the following Minor Projects.

- (1) Landscape elements added to a home which are replacing plants damaged or destroyed and which meet the requirements of the Guideline edition at the time of the new planting.
- (2) Vegetable (food product) gardens placed in the rear yard of a home up to 200 SF in area.
- (3) Expansion of an existing irrigation system or separating an irrigation system from the community water services by providing a separate service meter.

CAUTION -Any work requiring movement across a curb with equipment larger than a 2000 series John Deere tractor or truck larger than 3/4 ton must be submitted for a ***Major Project*** review.

ARTICLE 4 – SITE REQUIREMENTS:

- 4.1 **Setbacks:** Setback requirements from property lines 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. All homes must meet minimum setback requirements, as set forth in the recorded plat, deed restrictions, governmental regulations, and SURVEYOR TO CONFIRM.
The SOPARC reserves the right to require alternate setbacks, to be determined at time of the SOPARC review, in order to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.
- 4.2 **Construction Fencing:** Before beginning construction, black silt fencing, minimum 36” high, may be required, on a case by case basis, along the edge of the street pavement, across the entire width of the lot to prevent the parking of vehicles on the road shoulders. Prior to installing this fence, a ribbon shall be placed along the proposed location so that it can be viewed at the time of site staking. If the Owner does not have the Builder install such fencing prior to the beginning of construction, then the SOPHOA will install the fencing and bill the cost to the Owner. This fencing must be maintained throughout the construction period and removed at the time of the Final Review when Compliance Security Deposit issues are reconciled. The contractor or owner shall be responsible to contain all storm water and silt runoff from the site. Other containment means may be necessary and should be applied if necessary. The SOPHOA reserves the right to clean up any silt or redirect water flow if necessary to protect or clean community assets, including streets,

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grassed areas, storm water piping and ponds at the expense of the owner, with costs of such action withdrawn from the compliance deposit for the home.

4.3 **Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be comprised of a minimum of five inch (5") deep by twenty (20') feet wide by fifty (50') feet long minimum, 3"-4" aggregate as needed to assure mud is not tracked onto roadways. The stone should be placed in a manner to provide off street parking for construction vehicles. ***No materials or heavy equipment of any nature are to be unloaded or stored in the road or road rights-of-way.*** (Reference: Fines – Article 8) 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.

4.4 **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 SOPARC prior to their use. Storage structures may not be used as living or office quarters.

Adjacent properties are not to be used in any manner, including vehicle parking, for the construction of the approved dwelling without written permission from that lot owner and a copy submitted to the SOPARC for its records. Any damage to an adjacent property shall be repaired by the owner of the approved home prior to final inspection and release of Compliance Security Deposits by the SOPHOA. Turf areas disturbed shall be restored. Restoration shall include raking the area clean to remove all debris, tilling the soil to a depth of three inches minimum, seeding and stabilizing with sterilized straw. The Participating Builder or owner shall be responsible for germination and growth of grass until it is fully stable.

4.5 **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the SOPARC, to be preserved must be left undisturbed during construction. Prior to beginning construction the Builder must erect wire or plastic environmental barriers to protect these natural areas. It will be the financial responsibility of the Owner/Builder to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.

4.6 **Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. No dumpster shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the SOPARC. Fabricated wood or wire bins will not be permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. In addition, the following clean up rules shall apply:

- At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in the trash dumpster.
- At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be put in the trash dumpsters.
- Dumpsters must be emptied when full.

4.7 **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed within the lot boundary and the side yard setbacks, with the door facing away from the street.

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- 4.8 **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.
- 4.9 **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.
- 4.10 **Mailbox:** Only the mailbox type, size and color approved by the SOPARC may be used and it must be installed according to US Postal regulations. Information on the correct mailbox follows in **Article 9**. Driveway reflectors and markers are prohibited. Additional mailboxes are not permitted.
- 4.11 **Driveways/Walkways:** Driveway must be constructed of brick, stamped concrete, non-tinted concrete with a broom finish, pavers made of cast concrete or natural materials. On all driveways a decorative apron is required to extend at least 20 feet from the street and must be constructed of pavers made of cast concrete or pavers made of natural materials and is subject to approval by the SOPARC. Asphalt, gravel, and plain poured concrete driveways are prohibited. Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the SOPARC and all requirements of the NC Department of Transportation. A concrete culvert must be installed where the driveway crosses the drainage swale.

Walkways or patio areas must be constructed of concrete, brick, flagstone, stepping-stones, or 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. Semi pervious pavers are encouraged where practical, but must be maintained at all times.

- 4.12 **Exterior Lighting:** SOPARC approval is required for exterior lighting except for recessed can lights. Exterior lights shall be conservative in design and as small in size as is reasonably practical. Submit digital photos and specifications along with other submittals. 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 SOPARC approval. The SOPARC may take into consideration the visibility and style of the fixture on the home. Light fixtures must complement the architectural style of Stratford On Providence and the specific home and landscaping. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations. Post mounted light fixtures will be considered on an individual basis. Spillover of light on to neighboring property must be avoided and lights shall be shielded where necessary.
- 4.13 **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 SOPHOA at amenity sites. Owners may attach one official flag of the United States of America and/or one State of North Carolina flag to their home without the approval of the SOPARC during daylight hours, providing that the flags do not exceed 4' x 6'. No other flags are allowed.

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- 4.14 **Fountains:** SOPARC *Part B Minor Project* approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry. To request a review, submit Form One- Design Development to the Association Manager. When you receive your login password, upload a site plan showing the location of the fountain with notation stating its overall height and width and a digital photo of what is proposed.
- 4.15 **Hot Tubs and Saunas:** SOPARC *Part A Minor Project* approval is required for the installation of any hot tub, Jacuzzi, sauna, or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that is not immediately visible to adjacent property owners, and the street, and shall not create an unreasonable level of noise for adjacent property owners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring units by a masonry wall complementing the architecture of the home so as to screen noise from neighboring properties, such screening to be in accordance with these Guidelines and shown on plans to be approved by the SOPARC. All issues of safety and liability shall be the sole responsibility of the property owner and not the SOPHOA, 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.
- 4.16 **Pools:** SOPARC *Major Project* approval is required for the construction or installation of pools. Pools must be located in the rear yard and must be an integral part of the residence and landscape. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a masonry wall complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Screening shall be submitted to and approved by the SOPARC. Above ground pools are prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the SOPHOA, its agents or assigns.
- 4.17 **Ornaments and Statues:** Lawn ornaments, statuary and outdoor sculpture must be submitted for *Part B Minor Project* SOPARC 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.
- 4.18 **Antennae & Satellite Dishes:** No exterior antennae are allowed. One small and inconspicuous Satellite dish having a diameter of twenty-four inches (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 requires SOPARC *Part B Minor Project* approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street, and shall be located as inconspicuously as possible.
- 4.19 **Exterior Wires & Cables:** No exposed exterior wires, cables or meters of any kind are permitted.
- 4.20 **Propane Tanks:** Propane tanks must be installed underground.

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- 4.21 **Garbage Containers:** Garbage containers shall be stored inside of the garage or screened so they are not visible from the road or adjacent property with a wall matching the house materials. 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.
- 4.22 **Walls & Fencing:** Walls and fencing should reflect the architecture of the residence. Special consideration should 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.. No fencing shall extend forward of the rear plane of the home, except that consideration may be given to side garage doors if more than 20 feet behind the front plane of the garage. NO chain link fence will be allowed. All walls and fences, including description of materials, must be approved as a **Part A or B Minor Project** by the SOPARC prior to installation. Reference **Article 3.14**. Any fencing and/or walls to be installed shall be shown on the site plan. No double fencing will be allowed. Fencing samples must be submitted digitally to be approved by the SOPARC. Approved fencing must be finished on all sides and edges. Visually permeable fencing shall be used where field of views from neighboring properties to common amenities such as ponds or common open areas may be impacted. The protected field of view for any home shall be taken as an angle of 135 degrees off the rear plane of the home or covered deck, at the outside corner of each side.
- 4.23 **Patios & Decks:** Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Approval is required as a **Part A Minor Project**. 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. No wood or simulated wood decks are permitted.
- 4.24 **Accessory Buildings:** Owners shall obtain **Part A Minor Project** approval prior to construction of any accessory building or permanently installed playhouses, doghouses, gazebos, green houses, etc. whether built during initial construction or after. Accessory buildings shall meet the following criteria:
- (1) 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.
 - (2) Any utilities servicing accessory buildings shall be installed underground.
 - (3) 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.
 - (4) Freestanding metal utility sheds or storage sheds are not permitted.
 - (5) 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.

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- (6) Dog houses shall not be visible from the street or adjacent properties. SOPARC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted. **Part B Minor Project** approval is required for the design and placement of dog houses.
- (7) Accessory buildings may not be occupied or have living quarters or garages.

- 4.25 **Recreational Equipment:** All recreational equipment, including, but not limited to, tennis courts, and playgrounds must be approved as a **Part A Minor Project** by the SOPARC prior to installation on any lot. CAUTION NOTE: Where heavy equipment is required for construction, reference **Article 3.14**. The SOPARC may require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed closer than 25' from any property line, unless screened from view of adjacent properties. Unscreened portable equipment shall be put away each evening. Portable recreational equipment must be stored in garage when not in use.
- 4.26 **Recreational and Commercial Vehicles:** All commercial vehicles, boats and recreational vehicles (i.e. campers, motor homes, etc.) must be kept in a garage. No outside storage will be allowed.
- 4.27 **Birdbaths, Birdhouses, and Bird-feeders:** SOPARC 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 SOPARC **Part B Minor Project** approval.
- 4.28 **Clotheslines:** No clotheslines are permitted.
- 4.29 **Signs:** All signage must be in accordance with the Stratford On Providence Signage Guidelines stated in **Article 9**. Also, one security sign may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling. One school sign denoting achievement may be placed in close proximity to the house.
- 4.30 **Street Cleaning:** To uphold the aesthetic integrity of the community, roadways adjacent to construction sites may need to be cleaned from time to time. The lots under construction that are observed by the SOPARC or Association Manager to have placed mud on the street, which is not attended to by the contractor will be cleaned by the SOPHOA. Cleaning fees will be deducted from the Compliance Security Deposit.

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

- 4.31 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours: Workers should not be on-site outside of these hours.
 - Monday thru Friday: 7:00 AM to 7:00 PM.
 - Saturday: 8:00 AM to 5:00 PM.
 - Sunday, or any Holiday officially observed by the State of North Carolina: 7:00 AM to 5:00 PM, with no construction permitted that results in noise heard on the exterior of the dwelling, or physical construction activity of any nature on the exterior of the dwelling.
- 4.32 **Gate Access to Stratford On Providence**

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- Gates are not open for material delivery. Contact the Association Manager for Gate codes to access.
- 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 should be contacted for information on the current policy.

ARTICLE 5 – BUILDING REQUIREMENTS:

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 should dictate the building location, the building form, and the architectural style. The design of all structures shall be predicated on the principles, ideals, and specific requirements, established in the Stratford On Providence Guidelines Handbook. The SOPARC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted. No slab-on-grade construction or the appearance of slab on grade construction shall be permitted.

The materials on the interior of all homes should reflect the high standards typical of a custom home in a premier neighborhood. Examples of materials include hardwood, ceramic tile or stone flooring in common areas with high quality carpet for flooring in bedrooms; deep baseboard and cornice trim on all walls where they intersect floors and ceilings; solid core and/or paneled doors with wide casing around doors and windows throughout; high quality door hardware; solid wood kitchen cabinets with granite countertops in the kitchen and bathrooms; custom stairs; energy efficient appliances and hot water system; energy efficient lighting and mechanical HVAC systems. Complete **Form Three** – Interior finishes as part of the Construction Drawing submittal.

5.2 **Minimum Area Requirement:** The minimum square footage of any residence shall be not less than three thousand five hundred heated square feet and five thousand square feet under roof. Square footage shall be noted on the first floor plan for each home. Measurement shall be calculated based on recommendations by the NC Real Estate Commission, which may require verification by a real estate appraiser after completion of the work. Or the measurements may be taken by International Residential Code standards (IRC) to the inside face of finished walls without further verification being required. The designer shall denote which measurements were used in making the calculations.

5.3 **Maximum Height:** No residence shall exceed three stories above ground level.

5.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least eight (8) vertical to (12) horizontal inches. Accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope, but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required.

5.5 **Exterior Wall Treatments:** The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces, except where noted as prohibited. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides. Note: On front elevations, rear elevations facing public areas and street

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facing side elevations, no more than seventy five percent of the exterior wall material of each elevation (exclude windows and trim from this calculation) shall be of any one material. All elevations of the home shall be subject to the measurement standards.

- Traditional Portland cement stucco in muted colors, natural, tinted or painted.
- Cast stone, stone or brick veneer.
- Composite material such as Hardi-shakes. Hardi siding is prohibited.
- Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
- Soffits must be of wood, stucco or cementitious materials. Aluminum and vinyl soffits are prohibited.
- Synthetic/foam products (EIFS) are prohibited.
- Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and should be either aluminum or copper. Galvanized material is NOT permitted. Gutter color, if aluminum, should complement the trim color.
- Vinyl, Aluminum and Composite Wood (Masonite) are prohibited.
- Full Vinyl Windows are prohibited. Vinyl or aluminum clad wood windows are permitted.
- The use of wood shall be limited to trim and accent materials only.

5.6 **Exterior Colors:** Exterior colors are limited to warm earth tones. No pure whites or primary colors may be used. Owners must submit for review and approval digital photos of samples of all exterior surfaces to the SOPARC showing color, tone and texture. All required samples shall be the actual finished material.

5.7 **Roofing:** 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. A main body minimum roof pitch of 8 in 12 slope is required, however, accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope, but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required. Acceptable roof materials are: natural or synthetic slate, copper, dimensional asphalt architectural shingles (minimum 30 year warranty 240# density), cedar shingles, standing seam metal, clay or concrete tile in a barrel, flat or “S” profile.

5.8 **Roof Accessories, Equipment:** SOPARC 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.

5.9 **Windows, Doors, and Trim:**

- Windows on the front of the home and those facing public areas on the rear must be casement.
- Full Vinyl Windows are prohibited. Vinyl or aluminum clad wood windows are permitted.
- Single Hung windows are not permitted.
- Windows with screens must have full screens, except front elevations shall not have exposed screens
- Multiples of double hung windows shall have a mullion separating each.
- Windows shall have real or simulated divided lites (SDLs) on all sections. The pattern shall be approved by the ARC and shall be consistent on all sides. However, windows on side elevations not facing roads, common areas or walking trails may have Grills Between the Glass (GBGs) in the same

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pattern as the front facing windows. Windows facing the rear of the home not viewed from community roads, common areas or walking trails do not require any divided lites or grills.

- Windows should be clear glass or a low-e glass with a tint. Samples shall be submitted for gray and smoke glass colors for approval by the SOPARC. Windows shall be trimmed/banded on the front and at the rear elevations.
- Windows must have prominent headers and sills. No window opening shall be devoid of a featured trim. Alternates to the styles proposed may be submitted for approval where consistent with the architecture of the home.
- Window screen fabric must be dark bronze or charcoal color.
- The SOPARC must approve security treatments for doors and windows; however, no “burglar bars”, steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
- No black out of windows is permitted.
- No signs shall be placed in windows.
- Curtain fabric, blinds or other interior material exposed to the exterior shall be neutral in color.
- Window trim must conform to windows provided, e.g., no arched trim on standard rectangular windows.
- Window opening must conform to window configuration. No infill material is permitted, such as stucco between the window head and the head of the opening.
- Main Entry Doors shall be substantial in appearance and either be 8’-0 x 3’-6” or have side lites and transoms, and shall be custom doors of a high quality and of a style matching the architecture of the home.
- Side or rear entry doors shall not be plain panel. Finish shall be submitted for approval.
- Trim is required below the soffit and shall consist of a frieze of no less than 10” in depth having a cornice or dentil molding.

5.10 **Screen Doors:** Front screen doors are not permitted. Screening is not allowed at the garage doors and SOPARC approval is required for all other screen door applications. Screen door design and color must match and be generally accepted as complementary to that of the entry doors of the house.

5.11 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.

5.12 **Skylights and Solar Collectors:** Skylight trim must be painted and glass must complement or match roof color. Solar collectors may be submitted for approval. These collectors shall lie flat against the supporting roof and be consistent with the architecture of the home. The collectors must be appropriate to residential use and not recreational vehicle grade or capacity. The SOPARC may require specifics as to the design and construction of such collectors prior to approval.

5.13 **Ceiling Height:** Ceiling heights must be a minimum of 9’ on all floors unless specifically waived by the SOPARC.

5.14 **Utilities:** Meter boxes, gas regulator, conduit, electrical panels, etc. are to be painted to match the exterior of the building.

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- 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 sound and view from the street and neighboring homes with masonry or stone construction matching the materials on the home. Landscaping shall not be relied upon for screening of units from a street view, but is permitted for screening of units not visible from the street. Window air conditioning units and through-wall units are not permitted.
- 5.16 **Awnings & Overhangs:** The installation of awnings or overhangs requires SOPARC 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 on the exterior of a dwelling shall be subject to SOPARC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim. Glass block located at the front and/or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that simulates a wall to diminish the impact on the elevation.
- 5.18 **Screen Porches/Patios & Other Enclosures:** SOPARC approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Screens shall be either dark bronze or charcoal.
- 5.19 **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least three 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. Front entry garages are prohibited except where a single forward facing garage door is integrated into a design having a motor court or porte-cochere. In the case of a motor court, it shall be defined by substantial masonry, stucco or stone piers matching the materials on the home at the entry. Sides of the motor courts shall be masonry to match the home, masonry piers with wrought iron or simulated wrought iron aluminum fencing between, or a landscaped screening wall with evergreen trees a minimum of 4-6 feet tall planted close enough to one another in a row so that branches touch at the time of planting. Garages shall be finished on the inside. Garage doors are to be recessed 12-16 inches. Garage door combinations having more than two doors shall have at least one door forward facing of the other doors to break up the long façade. Garage doors shall be primarily wood or wood composite. No metal garage doors are permitted. Garages shall be finished inside.
- 5.20 **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 SOPARC for approval.

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- 5.21 **Shutters:** Where shutters are used they should match the configuration and dimension of the window they serve, even if only decorative. Shutter colors should be included with “**Submittal - Form Two**”. Shutters shall have hardware so that they appear functional, including shutter dogs appropriate to the design of the home.
- 5.22 **Chimneys:** Chimneys must be constructed for all active fireplaces. Ventless gas fireplaces are not permitted in an enclosed area but may be used on outside decks where they can be ventilated without high exposure of carcinogenic and lethal gases to occupants. Chimneys shall be constructed of brick, stone or stucco, using one of the two most predominant materials used on the exterior of the home. All chimneys shall have an ornamental chimney cap or pot. Exposed spark arrestors are not permitted.
- 5.23 **Landscape Walls, Screen Walls and Fences:** Landscape walls shall be walls used to retain earth and shall be constructed of Keystone Block, concrete faced with stone, stone, brick or other permanent non-organic material approved by the SOPARC. Screen walls shall be walls attached to the home to screen areas as required by the SOPARC or the Guidelines such as HVAC and Pool equipment and in some instances, garage doors. Fences shall be barriers around pools or yards to provide privacy. Fences are not permitted in yards in front of the front plane of the home. Fences shall be iron, aluminum rail, brick masonry or stone. Brick and stone must match or complement the materials on the home. Wood and plastic fences are not approved. Concrete or CMU fences are approved only when covered with stucco that fully conceals masonry joints and when similar in finish to the finish on the home. Fences are not permitted to be higher than four feet except that up to five feet may be requested and will be reviewed on a case by case basis.. Retaining walls may be no higher than six feet above existing grade on the lower side. Fences shall not contain barbed wire, razor wire or exposed electrical wire. Chain link or welded wire fences are not permitted.

ARTICLE 6 – LANDSCAPING REQUIREMENTS:

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Stratford On Providence and reflect the community’s emphasis regarding the value of open spaces, natural land forms, and landscapes. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living. Consultation with a landscape architect is highly recommended to achieve the most appropriate balance of plantings and arrangements that will complement your home. Special consideration should be given to the following aspects of landscape plantings. All 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> All landscaping shall be maintained to a community based standard.
- 6.2 **Qualifying Hardwood Canopy Trees:** The establishment of trees in open areas & the re-vegetation of wooded home-sites is required to restore over time the natural forest canopy lost during years of farming, development of roads and infrastructure for the community as well as the construction of homes. Specific requirements will be reviewed on a lot-by-lot basis. There is a requirement of one hardwood tree per 8,000 gross square feet of the lot size or any portion thereof. Two Qualifying Hardwood Canopy trees are required in the front yard and one in a street facing side yard. Existing Qualifying Hardwood trees over 6” caliper that survive construction may be counted toward the total. Trees that need to be added shall have a caliper of 2.5” or better at the base and a minimum of 12-14 feet tall at the time of planting. Qualifying Hardwoods include the many varieties of Oak, Walnut, Hickory, Elm, Maple, American Chestnut and Magnolia. Other hardwoods

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may be present or added but are not counted toward the total of 'Qualifying Hardwoods.' No more than two trees of the same species shall be provided in the number required. The SOPARC may require additional pre-existing trees be saved where prominent and where through some diligent care they will not be impacted by construction.

6.3 **Evergreen Foundations and Vegetable Gardens:** 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.

- A minimum of 30" tall shrubs planted 36" on center are required in areas along foundations and under windows, with exceptions for lower windows and walk off areas of porches.
- In areas where the foundations materials are an important architectural accent, 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 should be smaller plants in front of primary foundation plants. These smaller plants should be spread no further than 24" on center as follows: 1 gallon: 12-18" spread; 3 gallon: 18-24" spread
- Other plants or trees should be used to create a third layer in corner locations or at breaks in the planes of the home.
- Deer and drought resistant plants should be given strong consideration.
- Foundation plants shall be placed along the screen walls of HVAC and Pool Equipment areas.
- Vegetable gardens shall only be placed in rear yards and no closer than 10 feet to a pond. Pond water may not be used for irrigation.
- Care should be taken to not permit fertilizer to run off into ponds.

6.4 **Flowering Trees:** North Carolina woods traditionally have abundant quantities of flowering trees dotting the landscape. In order to reforest the community, at least two flowering trees shall be planted in front or side yards visible from the street of each home. Magnolias, Dogwoods and Redbuds are the most common. Flowering fruit trees may also qualify. Trees shall be 12-14 feet tall at the time of planting.

6.5 **Evergreen Trees and Evergreen Screening:** Evergreen trees and shrubs are needed to conceal service and utility areas and are also needed to restore the appearance of a Carolina Forest.

- Screening shrubs or trees shall be 4'-6' minimum at the time of planting and shall fully screen the equipment within two seasons.
- Where a wall fully screens the equipment, regular scale foundation plants should be placed around the screen wall.
- Exposed garage doors should be screened to varying extents from neighboring properties and the street. Screening should not appear as a full wall, but placed in order to reduce any visual dominance of the garage doors. This will be reviewed on a case by case basis but where exposed will typically require a minimum of two screening trees per garage door. Screening should not appear as a full wall, but placed in order to reduce any visual dominance of the garage doors. Screening trees shall be 6-8' minimum in height. Lower level shrubs are recommended as accents.
- There shall be a minimum of two evergreen trees 8-10 feet tall at the time of planting placed on the site either in the front yard or visible from the front yard.

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- Evergreen trees shall be 6-8' height minimum.

Visually permeable screening methods are required where field of views from neighboring properties to common amenities such as ponds or common open areas may be impacted. The protected field of view for any home shall be taken as an angle of 135 degrees off the rear plane of the home or covered deck, at the outside corner of each side.

- 6.6 **Lawn and Groundcover:** Areas should 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. Other areas not in planting beds 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 Union County, North Carolina.
- 6.7 **Wells and Irrigation:** All turf areas and shrubs shall be covered by a professionally installed automatic irrigation system. Rain sensors shall be installed to conserve water usage and prevent excessive runoff. Where serviced by a well, all well locations must be approved by the SOPARC. All wells in front yards or street facing side yards must have sub-grade well heads. All lawn and planting beds and areas not left as natural preserves shall be watered as needed to maintain plant health, unless local authorities are implementing water conservation measures that restrict regular watering with an automatic irrigation system. Note: Naturally occurring metalloids have been found in water from wells within Union County. Even though well water is not the source of drinking water in Stratford On Providence, periodic water testing should be performed for well water when used for irrigation, even if the water is not intended for potable use.

ARTICLE 7 – PARTICIPATING HOME BUILDER QUALIFICATIONS

Purpose: The Stratford on Providence Architectural Review Committee (SOPARC) has been developed under the Declaration of Covenants, Conditions and Restrictions (CCRs) to preserve the integrity and architectural value of its community and has determined it necessary not only to review the building specifications and construction plans, but also to evaluate the builder and/or builder’s company. Builders are a crucial element in the development of the subdivision. The Stratford Board of Directors has authorized the creation of a builders program to ensure owners have access to some of the highest quality builder in the region. The program managing the process is called the “Participating Home Builder Program”. The Builders program is solely for the protection and convenience of the HOA, which will not engage in settling or participating in disputes between owners and their selected contractors. Owners are required in all cases to exercise care in evaluating and selecting their builder. The Stratford on Providence Home Owners Association makes no claim concerning the qualifications, ability or stability of any builder at any time.

- 7.1 **To become a Participating Home Builder**, qualifications must be presented to the SOPARC and the builder must be approved. The qualifying requirements for the program are listed in the following articles, but may not be all inclusive. The SOPARC may use its own resources and seek additional information concerning principals of construction companies and the company itself. The SOPARC will endeavor in every respect to be fair to the applicant, but is not required to provide reasons for not selecting a builder, although it may do so in part or in full.
- 7.2 **By submitting for approval**, the builder must acknowledge that it will hold the SOPARC and the Stratford Board of Directors, its agents and assigns harmless for any and all decisions it makes with respect to builder participation.

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- 7.3 **The initial required information for the application** is noted on “*Form Eight*”, which must be submitted by the Builder and approved by the Board of Directors prior to a homeowner engaging that Builder to construct their home.
- 7.4 **To make an application**, Builders must be first of all be logged into the Stratford on Providence review site administered by Charette Architects, PLLC, the Architectural Consultant to the community. Send a request for an application by email to Janette Tedder, jtedder@charettearchitects.com.
- 7.5 **Following this request**, you will be given access to the review site where forms associated with the community are available for your review under the heading “*Available Forms.*” Among those forms are the CCRs and the Architectural Guidelines. Both documents must be reviewed in detail prior to making an application. *Form Eight* is included in the Architectural Guidelines and should be completed and uploaded to the review site with the other required documents listed.
- 7.6 **The application process** may take up to thirty (30) days, although more time may be needed. In every case, acceptance of the applicant is only approved following receipt of such approval in writing. At that time, the builder is fully authorized to solicit work for homes within the community.
- 7.7 **Removal of a Builder from the Participating Home Builders Program**: A builder may be removed if any of the qualifying standards such as license, insurance or financial solvency are no longer applicable. A prior history of violations of the Declaration of Covenants, Conditions and Restrictions and/or the Declaration of Restrictive Covenants, that may include, by way of illustrative purposes only, the failure to complete construction within the specified times, the failure to remove debris and garbage from the premises during and after construction, the failure to post the necessary bonds, and the failure to use the required building materials and designs. The Builder may also be removed for engaging in poor construction practices such as not containing silt runoff, removal of trees outside of those approved, continually leaving the community roads with mud or excessive trash on or migrating off the site. The SOPARC and the Board of Directors also reserves the right to remove any builder for reasons not listed herein which it may see as just cause.
- 7.8 **Fines**: The following fines shall be automatically deducted from the compliance security deposit: \$100 per day for any of the following: Trash not collected into dumpsters or no dumpster on site after foundation work commences; excessive mud or debris left on the road at the end of a work day; No portable toilet on site; silt running off the site onto adjacent property or into the storm water collection system (plus the cost of remediation); A fine of \$500 per day shall be levied for the following: commencing construction prior to authorization by the SOPARC; working outside of a home or outside of approved hours on a Sunday, or working on a Holiday observed by the State of North Carolina. For the holiday schedule, reference: <http://www.oshr.nc.gov/holsched.htm>.
- 7.9 **Insurance**: With regard to all activities conducted under this program, builder shall carry public liability insurance in a solvent insurance company licensed to do business in the State of North Carolina, satisfactory to the Stratford on Providence Home Owners Association Board of Directors, which insurance company shall be rated A+ by Best’s Insurance Guide or any other similar insurance rating guide. The limits of public liability (including products and completed operations liability) shall not be less than \$2,000,000.00 per occurrence, combined single limit for bodily injury and property damage subject

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to an annual aggregate of \$2,000,000.00 applicable to products and completed operations liability. Builder will cause the Stratford on Providence Home Owners Association as the “Certificate Holder” on such liability insurance.

- 7.10 **During the term of this Agreement, Builder shall keep its homes fully insured** during and after construction (until sold or occupied legally by its owner) against loss of damage by “all risk” perils, including but not limited to floor, fire, vandalism, malicious mischief, casualty and all other available extended coverage insurance in a sum not less than 100% of the full replacement value of the insured property. Said policies are to be written by companies licensed to do business in the State of North Carolina having a financial rating of A+ by Best’s Insurance Guide or any other similar insurance rating guide. All proceeds from any loss shall be used by Builder to replace or restore its homes to their original condition.
- 7.11 **Workman’s Compensation and Employer Liability Insurance:** During the term of this Agreement, Builder shall secure and maintain in effect and at its expense insurance of the following kinds and limits to cover Builder’s employees and all locations of Builder’s operations in connection with work on Builder’s projects:
- a. Workmen’s Compensation with Statutory limits of liability, and
 - b. Employer’s Liability with a limit of availability of at least \$2,000,000.00 per accident or disease.
- 7.12 **Builders shall maintain an “unlimited” contractor license** with the State of North Carolina.
- 7.13 **Builder must show evidence, by way of a financial report prepared by a CPA** that it currently meets the financial minimums required by North Carolina to remain qualified as an unlimited licensed builder and that it adheres to standards of practice for its accounting acceptable in the United States.
- 7.14 **Builders acknowledge that all bonds and security deposits** (other than fees) required by the Architectural Guidelines will be paid for by the builder from its own business accounts with checks written against those accounts.
- 7.15 **Additionally, the builder must provide the name and credentials** of any individual other than the individual holding the license or acting as a qualifier for the builder who is serving as a site superintendent or on-site supervisor for the home prior to commencing construction.
- 7.16 **Procedure:** Owners should confirm their builder is on the Participating Home Builders list prior to obtaining their proposal or entering into a contract. For confirmation, please contact Charette Architects, PLLC, Janette Tedder at janette.tedder@arcreview.org. Please allow five business days for a response.
- 7.17 **Signage:** In addition to a permit board placed on the sample board, a Participating Home Builder may place one “approved” sign with identifying information on a construction site after it has received written approval of home construction plans submitted to the SOPARC in accordance with Article 3.12. Participating Home Builder signs shall conform to the following:
No additional subcontractor or vendor signs are permitted on site, and no signs may be placed on trees. The Architect or Designer may be recognized on the sign.
A Participating Home Builder sign must be removed within 120 days after issuance of a Certificate of Occupancy or thirty days after the sale of the home to the first resident, whichever is last.

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7.18 Place the required information on **Form Eight** in the Architectural Guidelines.

ARTICLE 8 – NOTIFICATION – FINES FOR VIOLATIONS

8.1 **Notification:** Whenever a violation of any provision of the Architectural Guidelines or CC&Rs of Stratford On Providence occurs, the SOPARC through the Association Manager or the SOPARC professional consultant will notify the Owner of violations by means of personal service, mail or certified mail with a copy sent to Builder of record.

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

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

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

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

ARTICLE 9 – COMMUNITY OBSERVANCES:

9.1 **Common Areas**

Except with the prior written permission of the SOPARC, 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.

9.2 **Speed Limits**

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

9.3 **Aerator Fountains**

Aerator Fountains located in various water features throughout the neighborhood are property of the HOA. Tampering with or changing of the operating times on the controllers or the aerators themselves is strictly prohibited. Violators of this shall be fined by the HOA in an amount of the cost to repair the damage including any increased energy cost to the Association plus a fine of \$250.00.

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GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

- 9.4 **Firearms and Illegal Drugs:** No contractor or subcontractor may openly display at any time while on Stratford On Providence community property a firearm of any nature. The possession of any illegal substance is also prohibited. Display of firearms or illegal drugs are considered sufficient grounds for loss of Preferred Builder status.

APPROVED SIGNAGE STYLE AND COLOR

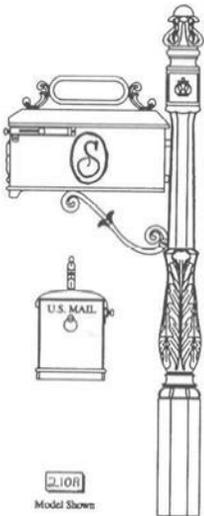
(White Background with Burgundy Lettering)



FASTSIGNS –University
7407 N. Tryon Street
Charlotte, NC 28262
(704) 599-4949 Fax: (704) 599-4231

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GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO



Contact Carolina Mailboxes: www.carolinamailboxes.com 877-845-0850
Paper box is also required

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“Sample Board”

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**STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
MINOR PROJECT APPLICATION
(ONE PAGE)**

Submit this form for Minor Projects (only)

**SUBMIT THIS FORM ONLY, TO:
STRATFORD ON PROVIDENCE HOMEOWNERS ASSOCIATION, INC.
c/o Kuester Management Services, Inc
130 Ben Casey Dr., Fort Mill, SC 29708 Tel: 803-802-0004**

**REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.
All submittals will be digital and must be uploaded to the ARC review site**

COMPLETE THE FOLLOWING:

Lot Number: _____ - M (Project will be registered by lot number with “- M” suffix)
Lot Street Address _____

Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (____) _____
Lot Owner (if different): _____
Lot Owner e-mail address: _____

- _____ Application is for Part A Minor Project. Check for \$150.00 is enclosed.
- _____ Application is for Part B Minor Project. No fee is charged for this review.
- _____ For Part C Minor Project. Neither this application nor a fee is required.

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE
STRATFORD ON PROVIDENCE ARCHITECTURAL GUIDELINES IN THE EDITION DATE
NOTED BELOW.**

Lot Owner Signature _____ Date: _____

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

Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised
June 2018)
*GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON
SUBMITTAL FORMS ONE AND TWO*

STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
SUBMITTAL FORM ONE – MAJOR PROJECTS SCHEMATIC REVIEW
(ONE PAGE)

Submit this form to initiate your Required Schematic Review

SUBMIT THIS FORM ONLY, TO:
STRATFORD ON PROVIDENCE HOMEOWNERS ASSOCIATION, INC.
c/o Kuester Management Services, Inc
130 Ben Casey Dr., Fort Mill, SC 29708 Tel: 803-802-0004
(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)

COMPLETE THE FOLLOWING:

Lot Number: _____ -S (Note to Association Manager, add “-S” to the lot number for the Schematic registration)
Lot Street Address _____

Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (____) _____ Fax: (____) _____ (w/area code)

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

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

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

OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE STRATFORD ON PROVIDENCE ARCHITECTURAL GUIDELINES IN THE EDITION DATED MARCH 2014

Lot Owner _____ Date: _____

Registrant _____ Date: _____

Association Manager confirms receipt of fees: _____ Date: _____

Print Name: _____

Fees Paid by: _____ Total Amount Paid: _____

Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised June 2018)

GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
SUBMITTAL FORM TWO – MAJOR PROJECTS DESIGN DEVELOPMENT REVIEW
(ONE PAGE)

Submit this form and fees to initiate your Design Development Review

SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:
STRATFORD ON PROVIDENCE HOMEOWNERS ASSOCIATION, INC.
c/o Kuester Management Services, Inc
130 Ben Casey Dr., Fort Mill, SC 29708 Tel: 803-802-0004
(Submittal of required materials shall be in the same manner as the Schematic Review)

COMPLETE THE FOLLOWING:

Lot Number: _____ (Note to Association Manager, no suffix is needed on the lot number for this registration)
Lot Street Address _____

Registrant Name (primary contact): _____
Registrant e-mail address: _____
Registrant Telephone: (____) _____ Fax: (____) _____ (w/area code)

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

ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:

- | | | |
|----------------------|---|-----------------------|
| I. * Initials _____ | Homeowner's fees paid to HOA for current year. | Enter Amount: _____ |
| II. * Initials _____ | Main dwelling Architectural Review. See Article 3.3 for amount. | Enter Amount: _____ |
| III.* Initials _____ | Compliance Security Deposit . See Article 3.5 for amount | Enter Amount: _____** |
| IV. Initials _____ | Other Review fee. See Article 3.3 for amount | Enter Amount: _____ |
| | | Total Enclosed: _____ |

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

** 20% of which will be retained by the HOA to cover non-specific wear and tear of infrastructure in the community.

Deposit must be paid by the Contractor from their business account.

Association Manager confirms receipt of fees: By: _____ Date: _____

Fees Paid by: _____ Total Amount Paid: _____

NOTE:

**1) ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM.
CHECKS SHOULD BE MADE TO: "STRATFORD ON PROVIDENCE HOA"**

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*GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON
SUBMITTAL FORMS ONE AND TWO*

STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW MAJOR PROJECTS SUBMITTAL FORM THREE

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

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

_____ I am acknowledging inclusion of page 11 from the Architectural Guidelines with this form for
my Design Development Submittal.

Or

_____ I am acknowledging inclusion of page 12 from the Architectural Guidelines with this form and
the third page of this form for my Construction Document Submittal.

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

DATE OF THIS SUBMITTAL: _____ LOT #: _____

PROPERTY ADDRESS: _____

GENERAL CONTRACTOR IF KNOWN: _____

NORTH CAROLINA LICENSE NUMBER: _____ LICENSE TYPE _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

ARCHITECT/DESIGNER: _____

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL _____ COMPANY _____

MAILING ADDRESS: _____

PHONES(S): _____ E-MAIL _____

CITY/STATE/ZIP: _____

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

HEATED SQ. FT: 1ST FLOOR _____

2ND FLOOR _____

BASEMENT _____

OTHER _____

SUBTOTAL _____ (Heated)

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

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

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

**Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised
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SUBMITTAL FORMS ONE AND TWO**

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

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

BRICK: _____ COLOR: _____ STYLE _____
 STONE: _____ COLOR: _____ STYLE _____
 STUCCO: _____ COLOR: _____ STYLE _____
 SIDING: _____ COLOR: _____ STYLE _____
 OTHER: _____ COLOR: _____ STYLE _____
 ROOF: _____ COLOR: _____ STYLE _____
 WINDOWS: _____ COLOR: _____ STYLE _____
 TRIM: _____ COLOR: _____ STYLE _____
 DOORS: _____ COLOR: _____ STYLE _____
 SHUTTERS: _____ COLOR: _____ STYLE _____
 DRIVEWAY: _____ COLOR: _____ STYLE _____
 DRIVEWAY APRON: _____ COLOR: _____ STYLE _____
 WALKS: _____ COLOR: _____ STYLE _____
 OTHER: _____ COLOR: _____ STYLE _____
 GARAGE DOOR: _____ COLOR: _____ STYLE _____
 (Front Loading Not Permitted)

FIREPLACE: _____ CHIMNEY: _____

**UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS
OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.**

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

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

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

_____ Date

Lot Owner Signature

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GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW

SUBMITTAL FORM THREE (Continued)

Complete this page and upload for the Construction Document Review

INTERIOR MATERIALS:

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

Flooring in family room: _____ COLOR: _____ STYLE _____

Flooring in Bedrooms: _____ COLOR: _____ STYLE _____

Flooring in Kitchen: _____ COLOR: _____ STYLE _____

Flooring in Utility areas _____ COLOR: _____ STYLE _____

Rooms with cornice trim: _____

Door Hardware: _____ FINISH: _____ STYLE _____

Interior Door: _____ FINISH: _____ STYLE _____

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

Kitchen Cabinets _____ FINISH: _____ STYLE _____

Kitchen Counter tops: _____ FINISH: _____

Bathroom Cabinets _____ FINISH: _____ STYLE _____

Bathroom Counter tops: _____ FINISH: _____

Custom Cabinetry: _____ FINISH: _____ STYLE _____

Rooms with exposed beams or special ceilings: _____

Kitchen Appliances: _____ COLOR: _____ STYLE _____

Refrigerator: _____

Oven: _____

Is range hood vented to the outside? _____

Fireplace: _____ FINISH on mantel _____

Manufacturer of faucets and plumbing hardware: _____

Confirm if the home has the following:

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

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

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

Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised June 2018)

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STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW SUBMITTAL FORM FOUR

(TWO PAGES)

REQUEST FOR ON-SITE REVIEWS

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

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 "STRATFORD ON PROVIDENCE ARCHITECTURAL GUIDELINES").

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED IN ARTICLE 3.10.1; A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

Signature of Person Requesting Review:

Date

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

2. REVIEW AT DRY-IN:

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

Signature of Person Requesting Review:

Date

3. FINAL REVIEW:

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

Signature of Person Requesting Review:

Date

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

(SUBMIT THIS FORM DIGITALLY)

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**ATTACHMENT TO SUBMITTAL FORM FOUR
CONTRACTOR INFORMATION**

THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST

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

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

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

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

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

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SUBMITTAL FORMS ONE AND TWO*

**STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
SUBMITTAL FORM FIVE**

(ONE PAGE)

LOT INSPECTION AT SITE STAKING

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

Site and Home Staked? _____

Water Meter: Condition of cover and piping: _____

Type of protection: _____

Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt Fence Condition: Road Side _____

Interior property lines _____

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

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

General Condition of Roadway and Curbs:

Electrical and Water Service to the site:

Existing Tree Protection : _____

Building Permit Posted: (Name Contractor)

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

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

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

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

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

SOPARC: _____ **Date:** _____

Photos on file? YES NO

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GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
SUBMITTAL FORM SIX
(ONE PAGE)
LOT INSPECTION AT DRY-IN

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

Curbing: Any damage due to new construction: _____

Water Meter: Condition of cover and piping: _____

Type of protection: _____

Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt Fence Condition: Road Side _____

Interior property lines _____

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

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

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

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

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

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

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

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

SOPARC: _____ **Date:** _____

Photos on file? YES NO

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GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON SUBMITTAL FORMS ONE AND TWO

**STRATFORD ON PROVIDENCE ARCHITECTURAL REVIEW
SUBMITTAL FORM SEVEN**

(ONE PAGE)

LOT INSPECTION AT FINAL

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

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

Water Meter: Condition of cover and piping: _____

Type of protection: _____

Sewer System: Condition of cover and piping: _____

Type of protection: _____

Silt Off Site?: _____

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

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

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

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

Landscape Elements as approved: If no, explain:

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

Mailbox: _____

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

Homeowner: _____ **Date:** _____

Builder: _____ **Date:** _____

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

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

SOPARC: _____ **Date:** _____

Photos on file? YES NO

**Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised
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SUBMITTAL FORMS ONE AND TWO*

**STRATFORD ON PROVIDENCE
PARTICIPATING CONTRACTOR APPLICATION - FORM EIGHT
(ONE PAGE)**

FOR NEW APPLICANTS ONLY

COMPANY NAME: _____ License #: _____

QUALIFIER NAME: _____ License #: _____

COMPANY LICENSE TYPE: _____ COMPANY LICENSE LIMIT: Unlimited (only option)

**APPLICANT ACKNOWLEDGES AND AGREES THAT HE/SHE WILL COMPLY WITH ALL REQUIREMENTS
SPECIFIED IN ARTICLE 7 OF THE STRATFORD ON PROVIDENCE
ARCHITECTURAL GUIDELINES, EDITION NOTED THE SAME AS THIS FORM:**

Initial here: _____

**PROVIDE DETAILED INFORMATION WITH RESPECT TO THREE HOMES COMPLETED UNDER YOUR
CURRENT CORPORATE STRUCTURE THAT ARE SIMILAR IN SIZE AND SCOPE TO HOMES IN THE
STRATFORD ON PROVIDENCE COMMUNITY.**

HOME NUMBER ONE:

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

HOME NUMBER TWO:

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

HOME NUMBER THREE:

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

PROVIDE COPIES OF LICENSES, INSURANCE, FINANCIAL AND ALL OTHER INFORMATION
REQUIRED BY **ARTICLE 7** ON AN ATTACHMENT:

ATTESTED TO: _____ Title: _____

Signature: _____ Date: _____

SUBMIT THIS FORM AND ALL ATTACHMENTS IN DIGITAL FORMAT TO THE SITE NOTED
IN THE INSTRUCTIONS GIVEN IN **ARTICLE 7**.

**Stratford On Providence Homeowners Association Architectural Guidelines - March 2014 Edition (Revised
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**GENERAL NOTE: BUILDER AND PROPERTY OWNER MUST ACKNOWLEDGE THEIR ACCEPTANCE OF THESE GUIDELINES ON
SUBMITTAL FORMS ONE AND TWO**

FAQ's STRATFORD ON PROVIDENCE ARC

The following are some frequently 'answered' questions:

WHAT DOES THE ARC EXPECT TO SEE IN MY SUBMITTAL?

The Architectural Review Committee has three main areas of interest during the plan review process. The first is simply to confirm that the information you placed on the application conforms to the guidelines with respect to building square footage, setbacks, height limits, roof pitch and so on.

The second area is to ensure that the home itself and the landscape design, which includes the home's position on the lot, have an aesthetic appeal that contributes to the appearance of a thoughtfully planned neighborhood. The theme of the Stratford on Providence Community is European. This theme includes such styles as French Country, English Rural, Arts and Crafts and Norman Manor. While all of these styles are appropriate, mixing of one style with another is to be avoided. The reviewers want to see attention to such qualities as proper massing, balance, scale and whether the design is a reasonable representation of the intended style.

The third and final elements of the review include the materials of construction, finish details and color selections. Not everyone is good at visualizing what a combination of materials will look like when placed on a home. This is why the current guidelines now call for a sample board to be placed on the site. Important, but often overlooked are the transitions between materials. These are explained in the details that are placed on the drawings. Stock plans from internet sites are often deficient in these details. When they are not on the drawing, key decisions are left to the contractor to work out in the field. Not only does this lack of information leave gaps during the ARC review, but burdens the contractor by reducing his or her leverage over the performance of subcontractors. This can be costly.

The reviewers do not include the interior layout as part of the process. Frequently an interior plan is prepared that works to the owner's satisfaction but results in the odd placement of windows or other features on the exterior elevations. A good designer will design the floor plans and elevations simultaneously, achieving a balance on both. The reviewer's sole interest is in ensuring that the exterior, or areas that neighbors can view, are satisfactory.

WHEN ARE THE ON-SITE REVIEWS AND WHAT WILL THE ARC LOOK FOR DURING CONSTRUCTION?

The Contractor is required to call for an on-site review three times during the course of construction.

The contractor must call for the first review after the home outline is staked and prior to digging footings. The reviewer will confirm placement of the home with respect to setbacks, will confirm elevation benchmarks for the establishment of floor heights and confirm that silt fences, construction aprons and construction barriers are in place. The ARC also requires the builder to construct a sample board to display the chosen finish materials and colors. The second review occurs at dry-in and is to verify that the home conforms to the location of the physical features in the approved submittals. The last review includes a full walk around the home to confirm that the finished home has the elements proposed in the approved submittal. This final review includes site work and landscape plantings as well.

Upon completion of each of these reviews, the owner or owner's agent will receive a letter approving the work or requiring changes to conform to the approved submittals.

WHY IS THE LANDSCAPE PLAN GIVEN SUCH IMPORTANCE AND WHAT DOES THE ARC EXPECT?

Landscaping transforms homes and communities. Unfortunately, the landscape plan is often not given any thought during the planning and design phases of a home. But there are two good reasons to give early consideration and budget properly for landscape materials. Loss of plants due to environmental constraints could be costly, so the selection should be carefully considered. Also, a well-conceived design will add to the enjoyment of your home by creating areas of visual interest and beauty.

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The reviewers will be looking at the selection and placement of your plants and trees, evaluating how the plan relates to the home and how it also relates to neighboring homes. The plantings should not create barriers between homes, but create a flow that contributes to a harmonious streetscape and the look of a community that is planned.

WHO ARE THE REVIEWERS?

Charette Architects serves as professional consultants to the ARC at Stratford on Providence and also in other communities that range in size from 80 homes to over 1000. All other members of the ARC are Property Owners, which includes one or more Board members, one of whom serves as Chair of the ARC.

WHEN DO WE MAKE THE SUBMITTAL?

It is strongly recommended to submit your plans for concept, preliminary and final reviews prior to closing on a loan or signing a contract with your builder, as some aspects of the plan may require changing, resulting in a cost increase or decrease, or re-evaluation and resubmittal to the local Building Inspectors, usually at an additional cost.

CAN I GET A PRE-REVIEW OF A PLAN BEFORE I SPEND A LOT OF MONEY?

If you are thumbing through design books or are working with a professional designer and have arrived at a schematic concept that you think may work, send a copy digitally to the ARC through Charette Architects, at ARC@charettearchitects.com. Richard Alsop, AIA is the Senior Partner with the firm and reviews each submittal with other committee members, passing comments back to you. This will minimize your expense in purchasing a set of plans or working with a concept that may not conform to community Guidelines.

There is no charge for one initial concept review.

HOW LONG DOES THE REVIEW PROCESS TAKE?

Typically, a concept review will take no more than a week. The formal process usually takes two to three weeks from the time that you upload your information for the preliminary review and one to two weeks for the final review, providing that all the required information is submitted at one time. Make sure that you have all of the submittal material ready to upload prior to submitting it, as an incomplete submittal will not be reviewed. The timetable for approval of the landscape plan is the same if it is submitted separately at a later date, which is why it is advisable to submit it with your original home plan submittal. The CCRs for the community allow up to 30 days for each review. If you are required to make a resubmittal, the clock begins again and another 30 days is permitted. However, a resubmittal typically can be reviewed within a few days.

HOW MUCH DOES THE REVIEW COST?

The fee for the review process is \$1,000.00. The fee includes up to three reviews of the initial drawings and material selections and includes landscape and pool plans if submitted with the initial submittal. The fee also includes on-site reviews at staking, dry-in and at completion of the home after all landscaping is in place. There is a reduced fee for remodel work, which will also require the cost of an on site inspection following completion of the work.

ARE THERE OTHER REVIEW CHARGES?

Additional fees are applicable in some cases as identified on *Form One*, attached. If there is a delay in submitting an item until after the final review letter is written, such as landscaping, deck or pool plan, there is a fee for the additional review. There is also an additional fee for the re-submittal of elements of the application, past three reviews (concept review is not counted) if major rework is required to bring the home into compliance. Communication between the owner and the ARC during the review process is expected and there is no additional charge for necessary communications to tie up loose ends during the regular review process. It is expected that the communication will minimize the need for additional reviews.

HOW DO I MAKE MY SUBMITTAL?

There are some recent changes in the procedures that are designed to simplify the submittal process by making it almost totally digital. **Step One** is the exception.

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Step One includes completion of Submittal Form One and mailing that to your Property Manager with the required fees. Your application will be acknowledged by e-mail and a password will be sent to you that will give you access to the ARC website where you will find your submittal instructions.

Step Two requires you to log onto the Charette ARC website and download the forms and instruction for making a submittal. Review them carefully. All information is required. Incomplete submittals will be returned with no comment and will cause your review to be placed on the bottom of the review list.

Step Three involves your uploading all of the required information to the ARC website. All drawings and application forms must be submitted in digital format. No hard copies can be accepted. All site photos must be digital and all material samples and colors need to be submitted referencing a manufacturer's website. To make digital copies of your submittal documents, your personal scanner may work or you may go to a Kinko's, UPS store or local printmaker, especially for oversized documents. You will find that having your documents in a digital format will be useful during the course of construction as well as for a record for future modifications to your home or in the event that you eventually sell it. They are much easier to keep track of than drawings.

Also, you must ensure that if the plans you submit are copyrighted, that the creator of your plans has given you written permission to make the digital copy. To minimize problems, request this permission at the time you engage your designer.

THE GUIDELINES SAY THAT MY PLANS SHOULD BE DESIGNED BY AN ARCHITECT OR A QUALIFIED ARCHITECTURAL DESIGNER, WHAT IS THE DIFFERENCE?

Our experience is that the difference is often significant in terms of what we see during the review process. As background, to be licensed as an Architect you are required to meet educational and practical training requirements that involve almost a decade of work. You must also sit for forty hours of a national examinations before you can represent yourself as an Architect and you must participate in continuing education with respect to Health, Safety and Welfare for the balance of your career. There are no standards established for education or training for someone who draws plans as a home designer. The ARC will require that they have a business license in their name issued in Union County.

Our observation is that Architects and talented non-Architect home designers will first of all gain an understanding of the ARC Guidelines, then the site and the surrounding conditions and are able to take the owner's requirements or 'program' and create a well-balanced design that coordinates floor plans with elevations. They also have the skills and base of knowledge to coordinate all of the trades and understand the materials of construction and how to make transitions between them.

While the ARC prefers to see work by a licensed Architect, its requirement is to receive a highly detailed set of drawings that are "comprehensive and site specific". The ARC renders its opinion based on the quality of the submittal, not on who prepared it. To make the best determination as to who you should use, check the credentials and the work of the designer thoroughly. Also, obtain written permission to make a digital copy of their work for submittal to the ARC since most work will bear a copyright.

As a final note on the subject, we often see submittals that were purchased from an internet site or plan book. These typically show generic details that are not site specific and will often require substantial re-work by a local designer and structural engineer. Published costs are most often not fully representative of what you will actually spend to obtain a qualified set of documents.

Keep in mind that apart from the review process, a detailed set of plans and a good builder can make the process of building a home a real pleasure and cost you less than if the plans are 'refined' during construction.

WHAT ARE THE GUIDELINES AND HOW DO I GET A COPY?

The Stratford on Providence Design and Review Guidelines were provided to you when you purchased your property. They are also available from the HOA through your Association Manager, as follows:

STRATFORD ON PROVIDENCE HOMEOWNERS ASSOCIATION, INC.
c/o Kuester Management Services, Inc. 130 Ben Casey Dr. Fort Mill, SC 29708 Tel: 803-802-0004

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Finally, they are also available from the Charette ARC website, www.charettearchitects.com. Go to Architectural Review, Applications and Guidelines and to your community name to download the current editions after you submit your application to begin the process.

HAVE ADDITIONAL QUESTIONS?

We are always pleased to hear from you and to answer any questions. Please send your questions to: ARC@charettearchitects.com.

SUMMARY OF STEPS TO MAKE THE PROCESS GO SMOOTHLY...

At the end of this document is a sample set of drawings and specifications showing what the ARC expects to see in a final submittal. To get to that stage from here, follow these simple steps.

1. Read your Community Covenants and ARC Guidelines thoroughly. If you do not understand what is being stated, contact your Association Manager or ARC representative who will try to assist with your questions.
2. You are going to need a site plan with contour elevations that also shows setbacks, easements, wetlands, FEMA zones etc. Commission a land surveyor to prepare this first. This is the template that your designer will use to properly place your home on the site.
3. Select an Architect or Architectural Designer for your home. If you do not know someone, the ARC can provide the names of some who have successfully completed homes in the European style who can assist you. No member of the ARC receives a referral fee for this. It serves everyone to have qualified support at each step along the way. Ensure your designer has read the CCRs and ARC Guidelines and thoroughly understands them. Unless you are already committed to a builder, ask the designer to prepare a set of documents that you can use for competitive bidding purposes among several builders. This will be more detailed than a set of drawings that a builder may commission to obtain a building permit or simply get subcontractor prices. If you select a home design from a plan book or internet site, you will have to supplement these with engineering drawings at an additional cost, and making changes to these pre-packaged sets often makes the set more expensive than hiring a designer for a custom home. Unless you are an expert builder yourself, you may wish to contract with an architect to develop the plans, to assist in bidding and assess the progress of the work as it proceeds. Typically, the cost of an architect's services is offset by savings you net from getting the apples to apples competitive bids their service allows you to have.
4. When you have a concept plan prepared or selected. Send this to the ARC at ARC@charettearchitects.com. Place the community name and lot number in the title. If your e-mail allows it, get a delivery receipt and a read receipt. Sometimes language in texts cause the e-mail to be screened prior to delivery.
5. Complete your design to the "design development level". This will include floor plans; all elevations; a wall section through a window; the site plan with contours modified; and a roof plan. Note dimensions and all finish materials by type, not yet by color.
6. Submit **Form One** of the Applications with all fees to the Association Manager. Once this is received and processed, you will receive an e-mail with instructions on how to submit your plans.
7. Submit the items identified in #5 above. If you have not received a response in two weeks, contact the ARC by e-mail at the address above.
8. Following receipt of comments, prepare your final submittal including **Form Two** that lists all materials of construction, details and landscape plans. Consult the Guidelines for a more detailed description of all required items.
9. Following step #5 you should commence discussions with builders. Ensure the builders have read and understand the CCRs and ARC Guidelines. If you are using an architect to assist you they will give you specific guidance with respect to qualifying the builder and evaluating material trade-offs while you refine your budget.
10. After you have selected your builder, and are under contract, have them stake the site, install the sample board and prepare for the initial site inspection.
11. At the dry-in stage and at final, call for an inspection from the ARC. Your landscape plan is also due to be submitted no later than this date.
12. At the end of the process, if all has gone well, you may request the return of your compliance security deposit and begin enjoying the community.

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