SUMMERHOUSE ON EVERETT BAY

ARCHITECTURAL AND LANDSCAPE GUIDELINES

MAY 22, 2023
EDITION

The following are the architectural and design criteria established by the Summerhouse on Everett Bay Architectural Review Committee (ARC) on behalf of the Summerhouse on Everett Bay Homeowners Association, Inc. ("HOA") and, in accordance with the recorded "Amended and Restated Declaration of Protective Covenants, Restrictions, Easements, Charges, Easements, and Liens for Summerhouse on Everett Bay" ("CC&Rs").

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ARTICLE 1: STATEMENT OF PURPOSE AND INTENT

1.1 **PURPOSE:** These ARC 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 were developed to provide direction for the planning, designing, constructing, landscaping, and modifying all residences, buildings, and structures or improvements within the Summerhouse community. The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting, and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures, to ensure that all home-sites within Summerhouse are developed with consistency and quality.

1.2 **INTENT:** It is the intention of the ARC that all structures and other improvements within the community be of the highest design quality and be planned and sited to be aesthetically and architecturally harmonious with one another and with the natural features of the land. The ARC is particularly concerned that Summerhouse has a consistent streetscape and quality of design (facade, materials, etc.). A major focus of the ARC is to maintain a "planned look" for the community and to preserve its aesthetic integrity. That requires builders to be qualified by experience and licensure to work in the community and remain in good standing with the ARC and HOA.

ARTICLE 2: APPLICABILITY, AUTHORITY AND AMENDMENTS

2.1 **APPLICABILITY:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Summerhouse properties, which are or may be subject to the CC&Rs. These Guidelines are not binding upon the ARC. Throughout this document, "Contractor" and "Builder" are the same.

2.2 **AUTHORITY**: The ARC has authority 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 provide a framework for construction and modifications, they are not all-inclusive. In its review process, the ARC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things.

2.3 **ARC RIGHTS**: The ARC reserves the right to reject any submittal, and may disapprove plans, specifications, or other materials, for any reason, including purely aesthetic reasons, which in the sole discretion of the ARC shall is determined to be insufficient.

2.4 **GOVERNMENTAL PERMITS**: To the extent that the North Carolina State Building Code, Onslow County Ordinances, Department of Environment Quality (DEQ), or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CC&Rs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CC&Rs and Guidelines (in that order) shall prevail.

2.5 **RESPONSIBILITY:** Owners and Builders are responsible for ensuring compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the CC&Rs, as amended, 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, corrective action by the HOA at your expense, fines, suspension of privileges, and/or other actions taken by the HOA as allowed by the CC&Rs or applicable law.

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

ARTICLE 3: PROCEDURES

3.1 DESIGNER & BUILDER QUALIFICATIONS: All dwellings within the Summerhouse community should be designed by a licensed professional home designer and signed off by a licensed Builder. All structures of every kind must be constructed by a builder with a North Carolina Contractors License. Landscape designs should be completed in consultation with a licensed Landscape or professional landscape designer. Similarly, landscape elements should be installed by a licensed Landscape Contractor. Evidence of qualifications shall be provided prior to submitting for a Schematic review, and Builder qualifications shall be provided prior to the site staking review. (See form *Owner/Builder Information*). Your home may be designed and built by the individuals or companies of your choice, provided that you and your builder comply with the CC&Rs, the other Restrictive Covenants applicable to your lot, these Design Guidelines, and any other requirements of the ARC. Neither the HOA, the ARC, any community manager, any sales agent, or developer, nor any entity or individual affiliated with any of the foregoing makes any representation or warranty as to the financial condition, skill or ability of any architect, designer, builder, landscaper, or other contractor.

Prior to making a formal submittal, the owner may wish to obtain an opinion as to whether their proposed home will be accepted under the current Guidelines. The ARC will perform a "Schematic" review with the submittal of a site contour plan and a minimum of four elevations. There is no charge for this review for existing lot owners who intend to occupy their homes after completion. There is a fee for owners who are planning to construct a home for sale and for non-owners.

3.2 COMPLIANCE: IT IS THE SOLE RESPONSIBILITY OF THE OWNER AND BUILDER TO ENSURE THAT ALL APPLICATIONS for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The ARC does not review submittals for compliance with such requirements. Approval of plans and specifications by the ARC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefor is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THAT FROM THE SUMMERHOUSE HOA.

3.3 ARCHITECTURAL REVIEW FEE: A review fee of $1,200.00 made payable to the *Summerhouse on Everett Bay Homeowners Association* is required for a formal review of a new home or an addition exceeding 25% or the current home size. The ARC encourages property Owner to submit all materials at the time of the Design Development review, including landscape, pools or other amenities since additional reviews may incur additional review fees.

Any in-office review required after completion of the final review requires a $150.00 per review fee and any site visit required beyond those stated requires $225.00 per visit fee. For pools, or pools with cabana, the review fee is $300.00. For other minor project review fees, reference the list of minor projects on the Minor Project list.

3.4 BUILDER CLASSIFICATION: There are two specific categories of Builders in Summerhouse.

Featured Builders who meet a specific set of builder performance criteria established by the Summerhouse ARC, purchase five (5) lots, and construct both a model home and inventory home. Featured Builders must also post a $3,000 bond that remains outstanding while the Builder meets the basic requirements defining a "Featured Builder".

Non-Featured Builders are those who meet a specific set of builder performance criteria, established by the Summerhouse ARC. When a Non-Featured Builder submits a new build application, they submit three fees: an Application Review Fee, a Road Impact Fee, and a Compliance Deposit for each house under construction.

ARTICLE 4: FEES

4.1 ROAD IMPACT: Summerhouse grants Builders and their assigns use of the Common Area for construction access and construction services. In exchange for the Builder agreeing that its trucks and service vehicles will negatively impact the roadways, there is a $900 "Road Impact" fee maintained in a separate account and applied to necessary repairs to the roads even though such repairs may be undertaken later. The Builder also agrees that additional portions of the Road Impact fee may be retained for other damages, that this agreement does not eliminate any rights held by the HOA in the CC&Rs as to owners, and that the agreement does not preclude the HOA from demanding or seeking recovery for any other damages in any court or proceeding.

4.2 COMPLIANCE SECURITY DEPOSIT (CSD): A $2.400 security deposit for new home construction and large remodel projects, which exceed 25% of the value of the home, is required. Payment (checks payable to Summerhouse Homeowners Association, Inc.) must be submitted with the Summerhouse Architectural Review form entitled "Fees" to the Association Manager. Remodeling projects where a building permit is required, and which are less than 25% of the value of the home, require a $1,500 deposit. Builders must pay the deposits with funds drawn on their accounts. Featured Builder Deposits are in accordance with agreements. The CSD is the performance bond described in the CC&Rs. The deposit is intended to protect the HOA from costs resulting from careless and/or negligent construction practices by the Builder, Builder representative or Owner. If the total charges against the CSD exceed the initial $2,400 deposit, an additional $2,400 deposit must be submitted within 7 days of written notification or construction must cease and contractor's gate access codes will be suspended. The Security Deposit is refundable upon completion of home construction. If any damage to roads or landscaping is the direct result of the home construction, or if work is incomplete, the Builder is responsible for the cost of any necessary repairs either by a separate payment or by a reduction of the refundable Security Deposit and as qualified by the following:

4.3 CONSTRUCTION ACTIVITIES THAT MAY REDUCE COMPLIANCE SECURITY DEPOSIT REFUND:

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

2 **BUILDER RIGHT TO MAKE REPAIRS:** Before the HOA begins a repair that reduces a refund, the Builder or Owner will receive one notification letter stating the specific violation that must be corrected and the timetable permitted for the correction. Where damaged areas are restored to the pre-construction condition by the Builder or Owner within the prescribed time-period, as determined by the HOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the ARC/HOA will be required to authenticate the quality of the repair.

3. **APPROVAL OF FINAL AMOUNT OF REFUND:** The final amount of the Security Deposit refund will be determined by the HOA once the Final onsite inspection, has been completed, and the Builder or Owner has notified the HOA of completion of the Final Inspection at least five business days prior to the meeting. Owners or Builders may attend and have an opportunity to present their objections to any withholding of their full refund.

4.4 TIME LIMIT ON REQUEST FOR RETURN OF COMPLIANCE SECURITY DEPOSIT: Following ARC approval of the final on-site review, the owner or contractor must send a written request to the ARC for return of the Compliance Security Deposit. This request must be made within SIX (6) months of the date of the final approval, or the owner or contractor will forfeit the full amount of the Deposit.

ARTICLE 5: REVIEW PROCESS

Please read these documents carefully and include all requested information. Incomplete submittals may be rejected without further comment. The review process is intended to protect property owners as well as to secure the aesthetic quality of Summerhouse on Everett Bay. With that in mind, each property owner should:

1. Become familiar with the CC&Rs and these Guidelines (required): In some cases, the CC&Rs will contain pertinent information with respect to HOA and ARC administration of this program which are not restated within these pages.
2. Select the appropriate design consultants: Owners may contract with any architect or designer of their choosing. See references in this document and the application forms for license requirements.
3. It is required that the property be surveyed, and drawings provided by a registered surveyor licensed in North Carolina. The survey must have a title block to include the owner's name, address, and phone number and the surveyor's name, business address, phone, and license number. They are required to confirm impervious limits listed herein.

5.1 THE SCHEMATIC DESIGN REVIEW (OPTIONAL)

The Schematic Design submittal is optional, yet a highly recommended submission to begin the review process. This process helps provide owners with guidance early in the design phase to minimize major changes after a full set of documents has been prepared. No fee is required from property owners for this review. For individuals who are not property owners and who are considering a purchase of a lot in Summerhouse on Everett Bay and would like to know if their home fits the criteria of the community, there is a fee for the review as noted on the *FEEs* form.

1. The intent of a Schematic Review is to provide the lot owner with an opinion from the ARC that their home will be generally acceptable under the Guidelines.
2. Submissions must be in digital form using public domain software (PDF, GIF or equal). Note that one of the items is the required site survey.
3. Please allow up to fourteen (14) calendar days for a response.

5.2. THE DESIGN DEVELOPMENT REVIEW (REQUIRED): This phase of the work by your architect or designer should include extensive and detailed information with respect to the materials that will be included in the house.

5.3 FOUNDATION SURVEY: Upon completion of the foundation, the Homeowner or Builder shall submit to the ARC a foundation survey. The survey shall be prepared by a licensed surveyor or building contractor and show compliance with building setback requirements and confirm the foundation height. This survey shall be submitted as a drawing prior to framing.

5.4 CHECKLISTS: The ARC strongly recommends both Owner and Builder to review and incorporate the series of Checklists attached to this document. They will help you confirm that all the necessary documentation for submission to the ARC is assembled. Pay close attention to the Flowchart as well.

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

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

5.7 ALTERATIONS AND ADDITIONS: Buildings, landscaping, exterior lighting, fences, exterior paint or addition of shrubs or trees, must be approved by the ARC prior to execution of changes desired.

Properly completed Applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response to the registrant will be issued within 30 calendar days of receipt of the complete materials to the HOA. The letter will give the status of the submittal as follows:

APPROVED:	The entire submittal is approved as submitted.
PENDING APPROVAL	
MODIFICATIONS REQUIRED:	The submittal is not approved as submitted but approved with the ARC's comments for curing objectionable features or segments noted. A re-submittal of the application will be required.
DISAPPROVED:	The submittal is rejected. The ARC will provide comments. A re-submittal of the application will be required.

5.7 SUBMITTALS RETAINED: All approved submittal items are retained by the HOA for record purposes. Owners are fully responsible for maintaining their own record copies and approval letters.

5.8 VARIANCES: Variances may be granted in some extenuating circumstances including, but not limited to, odd-shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing and as part of the preliminary review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The ARC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the CC&Rs or governmental regulations. No variance shall be effective unless acknowledged and approved in writing by the ARC. All variance applications will be reviewed and considered by the ARC, but variance applications are generally disfavored except for purposes specifically contemplated in the CC&Rs and in these Guidelines.

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.

5.9 IMPLEMENTATION OF APPROVED PLANS: All work must conform to approved plans. If it is determined by the ARC or the HOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the ARC, the ARC shall notify the Owner and Builder in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the CC&Rs and these Guidelines.

ARTICLE 6: THE CONSTRUCTION PROCESS

6.1 SITE STAKING: Prior to commencement of clearing, grading or construction, (See Staking Form)

1. Stake-off the location of the home site and driveway.
2. Clearly mark all areas to be cleared.
3. Install erosion control measures, construction fencing and stone drive.
4. Notify the ARC to schedule the inspection by completing the Site Staking Inspection Form.
5. Allow a minimum of ten (10) business days' notice.

6.2 FINAL INSPECTION: Once the home is complete and landscaping is installed, the Builder shall notify the ARC for a Final Site Inspection. Allow a minimum of ten (10) business days' notice.

6.3 TIME TO COMPLETE: If no maximum time to complete is specified in the approval or any other agreement, construction shall be completed within twelve (12) months of its commencement. The Applicant may request an extension of the maximum time to complete if the request is not made less than thirty (30) days prior to the expiration of the maximum time to complete. The ARC may approve or disapprove the request in its sole discretion.

If construction is not completed on a project within the period set forth in the approval or within one (1) year, or within any extension approved by the ARC, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the CC&Rs and these Guidelines.

6.4 APPROVAL AND CHANGES AFTER APPROVAL: Written approval of home construction plans is required prior to commencement of any clearing, grading or construction. HOA dues must be current, and all other fees must be paid before submittals will be considered by the ARC.

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

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

6.6 REVIEW OF MODIFICATIONS: The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property (after approval by the ARC has been granted) shall require the submission of a Modification Application to the ARC. The ARC will require the submission of all submittals listed above, however, there is no requirement for a preliminary review. The review and approval of modifications shall take place within the same time period as required for new construction. Modifications must be scheduled and completed in a time agreed upon by the ARC. The review fee for modifications and other improvements shall be as stated in the ***Fees*** form.

ARTICLE 7: SITE REQUIREMENTS:

7.1 **GOVERNMENTAL COMPLIANCE:** All Owners, Builders and Sub-Contractors and their assigns must adhere to Local, County, State and Federal government agency guidelines. Table III defines the Compliance with Wetlands regulations, while Table IV indicates the Buffer Regulations pertinent to Summerhouse. We urge all Owners, Builders, and their assigns to clearly understand the listed information in those tables as well as any other relevant information or restrictions.

7.2 **SETBACKS/BUILD-TO LINE AND BUILT UPON AREA (BUA):** All homes must meet minimum setback requirements. Please refer to Table II for detailed information. Distance requirements from reference lines and area limitations are established in these Guidelines and by specific site zoning and are subject to public utility easements, drainage easements, landscape easements and rights-of-way and impervious area limitations. Onslow County, the Town of Holly Ridge and the State of North Carolina DWQ may have additional and more restrictive requirements. The Site Survey, prepared by a licensed Surveyor or Civil Engineer shall identify all such limitations on the required site drawing.

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

B. **FRONT STEPS:** The ARC may permit front steps to encroach into the front yard setbacks by four feet and may permit eaves to extend into the side yard setback by up to one foot when plans submitted provide a reasonable design solution. NOTE: In the case of an extension of the steps into the front utility easement, written permission shall be secured from the Utility Company by the lot owner. The ARC will not verify the location of any utility but may approve location of steps based solely on aesthetic considerations.

C. **The Owner and Builder are fully responsible for life safety with respect to all work.**

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

D. **BUILT-UPON AREA:** The ARC cannot permit any variance to increase these values as they are incorporated into the approved subdivision plan as platted and recorded, as amended. See Table I, and the following notes for clarification as to what is considered impervious.

7.3 **IMPERVIOUS AREA MEASUREMENTS AND CALCULATIONS:** The following rules apply to the calculation of impervious area at Summerhouse:

A. The full building footprint must be counted as impervious or Built Upon Area (BUA). The most current list for BUA is referenced in Table I.
B. The area under roof overhangs is counted as BUA. Downspout extensions must stop at least 30' from Mean High Water (MHW) to allow an opportunity to sheet flow.
C. The full area under covered porches even if it covers pervious decking is considered BUA.
D. Garden or retaining walls covering more than 100 SF are to be calculated as BUA. Where all walls on the site have a total footprint of less than 100 SF, they are exempt from the calculation.
E. Concrete driveways, patios and utility pads (HVAC equipment and electrical transformers placed on pads on the ground) are to be counted in the BUA calculation.
F. Permeable pavement cannot receive credit under the current Summerhouse permit and must be considered as BUA in the calculation.
G. Sidewalks and driveways are considered BUA, with the following stipulation: Sidewalks which were constructed by the developer adjacent to roads as shown on the approved plans are not to be counted against the lot's BUA allocation. That portion of a sidewalk and a driveway, or everything else that is constructed by the lot owner within the right-of-way, or between the property line and street must be considered BUA for that specific lot. See Table I for further information.
H. Open decks and steps are not counted as BUA if the ground beneath the decking is not concrete or some other impervious material. Loose Pea gravel below decks where it is not subject to compressive loads may be considered impervious. Where access is given to areas below decks for storage, those areas shall be considered in the BUA calculation if covered with gravel or pavement. See also # 10 below.
I. Where wood decking is used in place of driveways, walkways, or patios, they shall be elevated above the grade to not be considered BUA. Decking placed directly on the ground is counted as impervious or BUA.
J. Pea gravel used in landscape applications is not considered BUA unless it is subject to compaction, however, a pea gravel driveway, even with reinforced mesh fabric beneath must be counted as an impervious surface, or BUA because it will compact. Gravel is specifically included as an impervious surface and counted as BUA.
K. Interlocking concrete pavers and other forms of 'permeable' pavement may not receive any credit against BUA and must be considered as "impervious" in BUA calculations.
L. Culverts are generally installed on a bed of gravel, but not subject to inclusion as BUA according to DWQ sources. The actual paved driveway area above is all that needs to be counted as impervious or BUA at culvert locations.
M. The pervious area above an underground storage tank is counted as pervious. It shall not be counted as impervious in the BUA calculation.

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

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

7.5 CONSTRUCTION FENCING: During construction, orange construction fencing, or black silt fencing **is required** for both control of wind-borne debris and silt runoff. No silting of roads, sidewalks or ponds will be tolerated. If observed, and not corrected, fines will ensue.

7.6 SEWER AND WATER CAPS:. The Owner/Builder will be responsible for protecting sewage and water caps. If there is damage to either sewage or water caps on a construction site, the HOA will make repairs and deduct the cost from the Compliance Security Deposit. If there is damage to sewer or water caps on lots near the building site, the Builder may be held responsible for that damage. The ARC and/or Association Manager will make the determination of responsibility for any damage.

7.7 CONSTRUCTION ENTRANCE AND PARKING: The property Owner is responsible for placing and maintaining a stone driveway. No materials or heavy equipment of any nature are to be unloaded or stored on the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of

vehicles, heavy equipment and trucks. All vehicles must park so as not to impede traffic or damage vegetation. Parking in cul-de-sacs must been done in a way to allow room for construction, delivery, and emergency vehicles to pass.

7.8 MATERIAL STORAGE: All construction materials should be kept within the property lines if possible and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the ARC prior to their use. Storage structures may not be used as living or office quarters.

7.9 VEGETATION PROTECTION/REMOVAL PRIOR TO PLAN APPROVAL: All existing trees or other vegetation shown on the plans or required by the ARC are to be preserved and must be left undisturbed during construction. In areas other than wetland preserves, the owner may remove scrub vegetation of less than 4" in diameter or limb up trees to a height of six feet above grade without an application or approved home plan.

7.10 DUMPSTER: A functional metal receptacle is required on site to contain loose debris. No receptacle shall be placed on neighboring property without written permission of that property Owner submitted to the ARC. Fabricated wire bins or wood dumpsters are not permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly, using recycling and composting techniques. *Dumpsters must be emptied when full.*

7.11 END OF DAYS WORK: At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in trash dumpster.

7.12 END OF FRIDAY WORK: At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be placed in receptacle.

7.13 TOILET FACILITIES: Each construction site is required to have a job toilet and must be placed within the lot boundary and the side yard setbacks, in an inconspicuous location with the door facing away from the street. Toilets may be shared if projects are by the same builder and on contiguous lots or within 200 ft of another toilet.

7.14 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.

7.15 DRAINAGE: Water runoff for each individual building site must be identified and mediated by adequately sloping all areas so that runoff is directed to the natural drainage areas or storm drainage facilities of each lot Owner. Property owners and builders are responsible for grading and landscaping in a manner that does not cause drainage or storm water run-off problems on adjacent properties or common areas and for complying with all storm water permits, rules and regulations, and provisions in the Restrictive Covenants. This includes downspouts for roofs which cannot flow directly onto neighboring lots, as well as appropriate piping into BMP (Best Management Practice) systems as applicable. IT IS THE OWNER'S RESPONSIBILITY TO PROPERLY ADDRESS DRAINAGE AND WATER FLOW ON A LOT. It is not the role of the ARC to approve or disapprove any design based on water flow, but topography and finish grade elevation will be considered. Water flow and drainage concerns may be noted by the ARC in response to any application, but it is the owner and builder who are responsible for planning water flow and drainage, in consultation with appropriate engineers or other design professionals. The ARC neither adopts nor endorses any water flow or drainage design or plan merely by approving an ARC application submitted to it. Alteration of the drainage must be approved by appropriate governmental authorities, as provided in the Restrictive Covenants. All mid-construction or post-construction concerns about water flow and drainage held by any member of the Summerhouse community should be directed to the owner and builder, not the ARC. The owner and builder bear the responsibility for keeping water flowing and draining on the lot or into permitted systems for stormwater management.

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

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

7.18 DRIVEWAYS: Carriage styled driveways may be required to meet impervious area requirements. One driveway cut per home is required. A maximum of two cuts is permitted. Driveways may be concrete, pervious concrete or elevated wood decking placed

above grade (earth must be excavated in order to place the deck flush with adjacent grade). All driveway material from the property line to the street must be non-pervious concrete in a light broom finish. The connection point of the driveway to the street curb must be the full width of the drive by three (3) feet and flared on either side to account for turning radius of vehicles. Non-pervious concrete must be a minimum of 4 inches of reinforced concrete 3000 psi or better over earth or a gravel base as required by soil conditions to ensure long term service. Asphalt, gravel, and synthetic grass driveways are prohibited. The non-bearing center strip of the driveway may be grass. Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the ARC and all requirements of the NC Department of Transportation and specifically the NC Division of Water Quality.

7.19 FLAGS AND FLAGPOLES: Yard-mounted flagpoles are not permitted on any portion of the Properties, except for flags and flag poles installed by or for the HOA at amenity sites. The following flags may be flown by attachment to a home in the community without approval from the ARC: (I) any flag of the United States, (ii) any flag of the State of North Carolina, (iii) any flag of any branch of the United States Armed Forces, (iv) any flag of the United States National Guard, (v) any flag of any department of the United States government, (vi) any official maritime flag used by the United States, (vii) any flag of a flag officer of the United States government, and (viii) any flag of the United States Foreign Service. The flags identified in the preceding sentence refer to any current flag or any historical flag that previously served as an official flag of that governmental body, officer, or service. These flags may not exceed 5' x 7' in size. Larger flags may be flown no sooner than five days before or no later than five days after any legal public holiday. For clarity, a flag bearing the name, image, or likeness of an elected official or former elected official that supports re-election of that individual is not an official flag allowed under this section.

GARDEN FLAGS of any kind not to exceed 16" wide by 24" tall also may be flown without approval from the ARC. Garden flags do not have to be located in any specific location on a lot, but no more than five garden flags are allowed on any lot. Except as identified above, no other flags are allowed. Flags identified in this section may be flown at the hours determined solely by the owner.

7.20 RECREATIONAL FEATURES (POOLS/SPAS): Personal recreational pools, any hot tub, Jacuzzi, sauna, or spa (hot tubs) are permitted, if approved by the ARC. Above ground swimming pools of any kind are not permitted. The location of all such items and related filter equipment must be shown on the initial site plan and application drawings. All pool or spa installations MUST also be properly identified on the landscape plan submitted to the ARC. Note: Article 2 Section 2 of the Covenants: "No building or residence including porches, swimming pools, or projections of any kind shall be erected so as to extend over or across any of the setbacks as hereinafter established …"

1. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that it 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 placed in the rear or side yard and screened from street view.
2. Outside pools of any kind must satisfy all the code requirements of Onslow County and the Town of Holly Ridge. Pools must have landscaping around the OUTSIDE of the fence which surrounds the pool. Plantings of shrubs no less than four feet (4') apart are required to be placed on the OUTSIDE of all fence installations. Any pool equipment that will be placed above the established ground (Pump Houses, etc.) will not be permitted for placement in any setback area and must be properly screened with either approved blinds or louvers and/or plantings of an appropriate height to provide sufficient screening from neighbors and street.
3. Spas may be installed in or on decks, patios, enclosed rooms, or screened porches. Proper fencing and screening are required for any spa. A spa installed in-ground is considered a pool.
   It is important to note that the purpose of this guideline is to allow property owners recreational features if they are completely screened from the street and neighboring units by a fence, wall, or landscaping with such screening and to be in accordance with these Guidelines and approved by the ARC. All issues of safety and liability shall be the sole responsibility of the property owner and not the HOA, its agents, or assigns.
4. Pool/Spa Enclosure: The pool or spa enclosure shall not extend towards the side lot lines beyond an imaginary line projected rearward from the sides of the Dwelling and shall be bronze or black with charcoal screening.

7.21 FIREPITS, FIREPLACES AND COOKING STATIONS: Firepits cannot exceed eighteen inches (18") in height. Firepits and Fireplaces/Cooking Stations and are not permitted in any setback areas unless an exception is preapproved by the ARC. All plans for Firepits and Fireplaces/Cooking Stations must be submitted for review and approval of placement by the ARC. Applications for Firepits and Fireplaces/Cooking Stations must include: a materials list, dimensions, configuration, and location indicated on a

site plan. Wood burning Firepits and Fireplaces/Cooking Stations require a spark arrester to prevent ashes and cinders from escaping. Gas Firepits and Fireplaces/Cooking Stations are preferred and encouraged.

7.22 FOUNTAINS: All fountain plans must be submitted to ARC with details including size, height, color, materials, and the specific location on the property. Fountains are not to exceed four feet (4') in height and will be reviewed on an individual basis.

7.23 ORNAMENTS AND STATUES: Lawn ornaments, statuary and outdoor sculpture must be submitted for ARC approval in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind a privacy wall must be placed so that they are not visible from adjacent lots. Deck or yard furniture used for the purpose of dining or entertaining, including serving carts, etc. is not considered to be a yard ornament.

7.24 ANTENNA & SATELLITE DISHES: The terms of Article II, Section 10, of the CC&Rs control antenna and satellite dish installation and placement. Except as provided therein, no exterior antenna is allowed. One inconspicuous Satellite dish with a diameter of not more than 1-meter or forty (40") inches, is permitted and does not require ARC approval if installed upon/adjacent to any residence, either (i) not visible from adjacent properties and/or the street or (ii) placed to be as inconspicuous as possible and is integrated with the residential structure and surrounding landscape. Such equipment shall be located only in rear or side yards that are not adjacent to a street, or on a roof in the rear of the home.

7.25 EXTERIOR WIRES & CABLES: Plans for exposed exterior wires or cables of any kind must be submitted for approval as a separate plan.

7.26 PROPANE TANKS: Avoid placement in utility areas as ***serious injury or death may result from digging in easements***. Also, confirm areas outside of designated easements are free from utilities as additional service lines do exist in and around easements and extend to the home. The location of any buried tank must be identified on the site plan.

Caution in Placement: (1) Avoid placement of propane tanks in utility areas as digging in easements will likely result in serious injury or death, (2) Confirm that any affected areas outside of designated easements are free from utilities as additional service lines do exist in and around easements and may extend to the home, (3) Unless in an elevated construction site, above ground tanks must be placed on a slab which counts towards impervious soil, and, (4) Buried or above ground, the tank must be identified on the site plan.

No Propane tank, or support platform or other above-ground infrastructure for a propane tank, may extend on or beyond the established setbacks for the Lot, unless the ARC, at its sole discretion, grants a variance from the setback requirements. Do not request a variance until you have met the minimum standards set forth by Onslow County and the Town of Holly Ridge.

Screening: Whether installed by Builder or Owner, the tank must be screened with one of the following: (a) materials identical to those used to build the house, (b) materials complimentary to the house or (c) shrubbery at least as tall when planted, as the height of the tank.

Whether using materials or shrubbery the screening must prevent the tank from being visible from the street when looking directly at the tank, or from being visible by a home directly behind the house.

Responsibility: Owners and Builders, as applicable, are both responsible for all screening. Builders should screen a propane tank if (a) it is pre-fitted for future installment or (b) it is installed before final inspection, but both Owners and Builders are responsible for any penalties or corrective action if this does not occur. It is the Owner's responsibility for screening the tank if the tank is fitted or installed after final inspection.

7.27 GARBAGE CONTAINERS: Garbage containers shall be stored inside of the garage or screened by materials matching the home, so they are not visible from the road or adjacent property.

7.28 WALLS & FENCING: Fences and walls must be compatible with the architectural style of the house and fronts must be screened with evergreen plantings every six feet (6'). Walls, fencing or landscaping with bushes and/or trees are required to screen HVAC equipment, utility boxes, well pumps, and trash receptacles and must be approved by the ARC. Screening is required to reach the top of these above ground equipment structures. See also Article 8 Building Requirements.

7.29 DECORATIVE FENCING: Decorative fencing in the front elevation will be reviewed and approved by the ARC on a case-by-case basis. Split rail, chain link, or welded wire fencing are not allowed. Pet pens, dog runs etc. are not allowed. All fence installations shall include screening with plantings visible from the street and adjacent properties unless an exception is granted by the ARC. The number and type of screening plants shall depend on the location of the fence and the setting in the surrounds. All requests by homeowners for s on adjoining lot lines will be treated as a Variance request and must be signed and approved by both Property Owners.

7.30 ACCESSORY BUILDINGS: Owners shall obtain ARC approval prior to construction of any accessory building or permanently installed playhouses, playground equipment, doghouses, gazebos, green houses, etc. whether built during initial construction or after. Accessory buildings shall meet the following criteria:

An accessory building must (1) not exceed 150 SF, (2) 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, (3) its' roofing materials shall match those of the main residence, (4) must conform to all county and state codes, (5) a permit as required by the county must be obtained prior to construction, (6) if a permit is not required, the design for construction must meet all required hurricane standards, including a ground anchoring system, (7) any utilities servicing accessory buildings shall be installed underground.

1. Accessory buildings generally shall be 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. Freestanding metal utility sheds or storage sheds are not permitted.
2. 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 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.
3. Dog houses shall not be visible from the street or adjacent properties. ARC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted.
4. Please note Covenants. Article 2, Section 2: "No building or residence including porches, swimming pools, or projections of any kind shall be erected so as to extend over or across any of the setbacks as hereinafter established …"

7.31 GARDENS:

Location	A garden may be placed in the back or sides of the property if: (a) It is screened from the road, (b) It does not encroach on wetlands or environmentally sensitive areas, and (c) the Owner is mindful of the impact it may have on neighboring properties, and in no instance may it block a view.
Screening	Whether fenced or not, (a) if the predominant plants are of tall growing vegetable varieties, it is highly recommended that the front of the garden be screened with floral plantings that will moderate the view from the street, and (b) no structures, or permanently installed mechanical devices are permitted in the garden.
Fencing	If the garden will be fenced, the guidelines set forth for fencing in the ARC Guidelines apply to the garden as well. The fencing must start no closer to the front property line than mid-distance of the house side length.
Landscape	In all instances, a landscape plan must be part of the application.

7.32 GENERATORS:

Caution in Placement: (1) Avoid placement of the generator in utility areas as digging in easements will likely result in serious injury or death, (2) Confirm that any affected areas outside of designated easements are free from utilities as additional service lines do exist in and around easements and may extend to the home, (3) Unless installed for an elevated home, the generator must be placed on a slab which counts towards impervious soil, and, (4) The generator must be identified on the site plan.

No generator, or support platform or other above-ground infrastructure for a generator, may extend on or beyond the established setbacks for that Lot. However, some lots may have width constraints. In such a situation, the Owner/Builder may request a variance, and the ARC, at its sole discretion, may grant a variance from the setback requirements. Do not request a variance until you have met the minimum standards set forth by Onslow County **a**nd the Town of Holly Ridge.

Screening: Whether installed by Builder or Owner, the generator must be screened with one of the following: (a) materials identical to those used to build the house, (b) materials complimentary to the house or (c) shrubbery at least as tall when planted, as the height of the generator.

Responsibility: It is the Builders responsibility to screen a generator if (a) it is pre-fitted for future installment or (b) it is installed before final inspection. It is the Homeowner responsibility for screening the generator if is fitted/installed after final inspection.

ARTICLE 8: BUILDING REQUIREMENTS

8.1 HVAC: All HVAC units and their support platform(s), as well as other above ground equipment structures for the construction of a dwelling, including screen walls, are not permitted within the setback requirements for the property. However, some lots may have width constraints. In such a situation, the Owner/Builder may request a variance. Any additional units are to be shown on the Site Plan Submission for approval by the ARC. If the location is changed after ARC approval, a Change Request is required. Construction of any additional units is not permitted in easements.

8.2 WALLS AND FENCES: must maintain a reasonable scale to the house and not block desirable views or negatively impact adjacent lots and must not exceed five feet (5') in height with optional 12-inch ornamental top. Walls must be constructed of the same material and color as the exterior of the home. Retaining walls and bulkheads will be considered on a case-by-case basis.

Solid masonry, or approved vinyl not to exceed five feet (5') in height shall be used in service yards and to screen HVAC units. HVAC units elevated four feet or more above grade (e.g., VE or AE Zones) where visible side yards are less than ten feet (10') on both sides do not require enclosures. They will require tall evergreen tree screening from the front. (Boards should be staggered on either side of the rail to allow air flow around HVAC units). The fencing material and detailing shall be selected to complement the principal details of the house.

8.3 FENCE HEIGHT AND LOCATION: The height of the fence or wall shall be determined from the original or finished ground line on the outside of the fence or wall as viewed from adjacent properties, or street. Where the existing ground is irregular along the line of a fence installation, the necessary installation work or grading must assure the height of the top rail or ornamental detail does not exceed five feet (5') feet above the finished grade, except that an additional one (1) foot of open lattice may be on top of the solid fenced area. Standard type fence posts can extend a maximum eight inches (8") above the top of the fence. Masonry pier-type posts or pilasters will be approved on an individual basis. Gates can exceed the 5-foot (5') height for safety latches and architectural design entrances.

The ARC defines a fence placed directly on a property line as a "Shared Fence". A shared fence requires both affected lot owners to agree to maintain their side of the fence, as well as the landscaping associated with the fence. Whether or not a house exists on the affected neighbors' lot, before applying for, and installing a Shared Fence, the lot owner shall submit to the ARC, a signed note from the lot owner sharing the fence, agreeing to the placement of the fence on the property line, and acknowledging that they understand their shared responsibility for its upkeep.

Fencing on lots adjoining lakes, wetlands, the Intracoastal, or open space must be visually permeable, (e.g., wrought iron style). Limits on landscaping for these lots shall also be considered. Lots not adjoining lakes, wetlands, or the Intracoastal, may install solid fencing. No fencing may extend into a designated wetlands area.

8.4 PATIOS, DECKS & FRONT STEPS: Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Installation of PVC rails are approved. Decks and patios shall be constructed of materials that are acceptable as complementary to the residence. Decks and patios shall be designed and installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property Owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Construction of covered decks or porches shall not occur over setbacks. Front steps must be enclosed below the stringers with slatted boards, brick masonry or stucco, matching the home.

8.5 STRAPS: Visible deck, patio or stair straps are not permissible. They must be covered/cladded or hidden from sight.

8.6 PERMITTED HOURS OF CONSTRUCTION: In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours and days:

Monday - Friday: 7:00 AM to 7:00 PM Saturday: 7:00 AM to 5:00 PM

WORKERS ARE NOT ALLOWED IN SUMMERHOUSE BEFORE OR AFTER DESIGNATED HOURS TO AVOID FINES

8.7 NO CONSTRUCTION WORK OF ANY TYPE IS PERMITTED ON:

- Sundays
- Any Holidays officially observed by the State of North Carolina.
- Any of the following days:

New Year's Day	*MLK Birthday*	*Good Friday*	*Memorial Day*
Independence Day	*Labor Day*	*Veterans Day*	*Thanksgiving Day*
Friday after Thanksgiving	*Christmas Eve*	*Christmas Day*	*The day after Christmas*

- Any additional day(s) announced by the Summerhouse HOA

8.8 GATE ACCESS TO SUMMERHOUSE: Gate access information will be provided to contractors and their subcontractors by the Association Manager. All construction traffic must enter and exit from the **Front Gate (Main Gate).** All construction personnel must only use the code specifically set for construction personnel. Use of any other code is not permitted. No material delivery using trucks over two axles will be permitted on Sunday except for residential moving vans delivering or removing household goods and furnishings. The policy with respect to issuing access codes may be modified from time to time. The Association Manager shall be contacted for information on the current policy. The ARC will notify construction personnel.

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

The Summerhouse design concept suggests that each building is part of the total neighborhood and not an individual creation or architectural entity arbitrarily placed on the site or in the neighborhood. Each proposed design shall complement and embrace the neighborhood properties and evolve through consistency of scale, quality of material, and exterior color.

Builders possessing proprietary designs may submit their designs for review when they have been modified with materials and other features required by these Guidelines. Designs may not be duplicated in their exact form adjacent to or proximate to the location of a similar design. The ARC shall be the sole determinant as to what represents a similar design and when a home is proximate to a similar home.

8.10 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. No slab-on-grade construction shall be permitted except for rear of garage areas for elevated homes.

8.11 MINIMUM AREA REQUIREMENT: The standard minimum heated area for any home is 2,400 square feet. However, there are exceptions that should be noted. Please refer to index V for a complete listing.

8.12 SQUARE FOOT CALCULATION: Heated area shall be measured in accordance with the recommended method published by the NC Real Estate Commission.

For homes that have garages below the main living areas (a park under), the rear of the garage space may be finished and counted as part of the required heated area only up to a total of 600 SF. An attic story may also be considered in the calculation for heated area up to a total of 600 SF. There must be a minimum of 1,400 SF of fully finished area on one floor of the home. The attic story and area behind garage may be used concurrently to achieve the minimum heated square footage. Attic stories must have proper stairs and floor loading to qualify as usable area. An attic story must not exceed 50% of the area of the floor below, with openings for stairs included in the calculation.

8.13 FOUNDATIONS: All homes shall be elevated by 3 courses of block from on top of the foundation, or have its main floor placed above a parking area. No slab on grade construction is permitted except when to the rear of the garage on an elevated home. Preferred exterior foundation materials on elevated first floor homes are brick, stucco or fiber cement board.

8.14 MAXIMUM HEIGHT: No residence shall exceed 50 feet measured from the lowest point where the home touches grade to the maximum height of the roof, excluding chimneys. No home may exceed three stories above grade, or two stories (plus an attic story) above t parking level.

8.15 CEILING HEIGHT: Ceiling heights must be a minimum of 9 feet on the first floor excluding an attic story and area behind the garage intended to qualify as heated space.

8.16 EXTERIOR WALL TREATMENTS: Emphasis will be placed on materials appropriate to traditional coastal cottage aesthetic. Main structures shall have exterior facings of conventional stucco, shingles or lap siding made from wood or fiber cement. As an example, lapped cement board siding and cement-based shakes will be considered separate finishes when finished in separate but complementary colors. The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces, except when noted as prohibited. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides.

1. Wood or fiber cement products used in exterior applications may be cedar or pine shake, clapboard or beaded siding meeting certain exposure and finish requirements. Exterior lap wood or fiber cement siding must have a four to six-inch exposure, smooth or textured finish.
2. Traditional Portland cement stucco in a sand or heavy texture finish is acceptable.
3. Cast stone, stone and brick as accents or foundation materials or for chimneys.
4. Composite material such as Hardie-shakes and siding.
5. Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
6. Soffits must be of wood, stucco, aluminum, or vinyl coated aluminum or cementitious materials. Aluminum fascia must be 27 gauge or heavier and workmanship shall not result in "oil canning" or irregular surfaces. Cement board fascia may also be used in conjunction with the same soffit material.
7. Materials comprised of wood fiber bound by phenolic resins are approved for decks, railing and trim (Azek).
8. Synthetic/foam products (EFIS) are prohibited for wall surface but may be used in head, sill and trim applications over brick or stucco.
9. Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and shall be either aluminum or copper. Galvanized material is NOT permitted.
10. Vinyl, Aluminum and Composite Wood (Masonite) siding are prohibited.
11. The use of wood is approved only when either stained or coated with a product that does not contain high levels of calcium carbonate (chalk).
12. If a fireplace is to be vented, chimneys must be vented from the back-roofline.

8.17 APPROVED EXTERIOR SIDING MATERIALS ARE:

Stucco (not EFIS)	Cedar Shakes	Board and Batten Siding	Stone
Tabby Stucco	Horizontal Wood Siding	Hardie-plank	Vinyl Siding (accents only)

8.18 APPROVED WINDOW, FASCIA, SOFFIT, AND TRIM MATERIALS ARE:

Wood, Painted or Stained, Synthetic, Painted Aluminum, Vinyl, Cementitious/Fiber Cement

The ARC shall determine the appropriateness of exterior materials and colors for all construction. Exterior colors shall not appear to be identical to houses in the immediate area.

8.19 WINDOWS, DOORS, AND TRIM GUIDELINES: The primary entrance to the home must have a sense of prominence that differentiates it from other entrances to the house.

1. Single or double doors are permitted, and they must be sheltered.
2. Decorative detailing must be consistent with the architectural style of the home.
3. Windows and doors shall be aligned vertically or be balanced in their composition.
4. Window trim, heads and sills are to be richly detailed. Jambs shall be substantial in appearance.
5. Windows should be multi-pane with grills arranged in traditional configurations.
6. Grills Between the Glass (GBG) styles or SDL's (Simulated Divided Lite) should be used on front and side elevations. Rear elevations do not require grills.
7. Windows may be wood or aluminum, exterior clad with aluminum, vinyl clad, full fiberglass.
8. Vinyl windows must meet the building codes outlined by both Onslow County and the Town of Holly Ridge.
9. Single hung vinyl windows are permitted.
10. Windows shall be either clear glass or an approved gray tinted glass.

11. Window screens shall be dark bronze or charcoal. Screens covering one sash may be permitted. Frames may match window trim color.
12. Windows shall be trimmed/banded on the front and at the rear elevations. The ARC must approve security treatments for doors and windows; however, no "burglar-bars", steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
13. No blackouts of windows are permitted.
14. No signs shall be displayed in windows.
15. The main front entry door shall be solid wood or fiberglass to simulate wood. The main front entry door shall be 8'-0" tall x 3'-6" wide or may be a pair of doors or a single 6'-8" x 3'-0" door with side-lites and framed glass transom. Arched doorways do not require transoms. Other entry designs and sizes may be submitted and reviewed on a case-by-case basis but shall relate in design to other fenestration patterns on the home.
16. The Guidelines prohibit two story entrances.

8.20 EXTERIOR COLORS: The ARC reviews and determines the appropriateness of Property Owner selections of exterior materials and colors to ensure that they are complimentary and compatible, with the existing homes in the immediate neighborhood, the architectural style of the home, and the natural surroundings. The ARC shall determine the appropriateness of exterior materials and colors for all construction. Exterior colors shall not appear to be identical to houses in the immediate area.

8.21 ROOFING: A variety of roof shapes consistent with Coastal Cottage (gable, hip, shed roof profiles) will be considered appropriate at Summerhouse. Roof shapes within a home or between a home and ancillary structures on the property shall be complementary to one another. Dormers are recommended on street facing roofs. An alternative design feature would be over-framed/accented gables. A minimum roof pitch of 6/12 is required over heated areas that are off the main roof line. Porches and transition roofs may be less than 6/12, but not less than 3/12.

The pitch of the dominant roof will vary by style. The minimum roof slope shall not be less than 6:12. Shed dormer roof pitches and porch roof pitches shall not be less than 3:12. All shed roofs will be reviewed and approved by the ARC on a case-by-case basis.

The main roof of the home may be standing seam metal; 30-year architectural fiberglass; asphalt; or concrete tile (other than barrel or mission style). 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.

Fiberglass shingles shall be architectural shingles 240 lb./Square architectural style or better.

8.22 ROOF ACCESSORIES AND EQUIPMENT: ARC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible.

8.23 SCREEN PORCHES/DECKS/PATIOS & OTHER ENCLOSURES: ARC approval is required for the construction of covered porches, patios, other enclosures and decks. Such structures and their supports shall be substantial in appearance and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principal structure. Any such structure must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Location of these elements are generally prohibited on the roadway side but may be considered if complementary to the Architecture of the home. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements.

1. Front porches shall either frame doorways or extend to a logical point on the main front façade of the home and must be a minimum of six feet (6') deep.
2. Porch foundations which are 48" and higher may be constructed with piers composed of brick, stucco, cementitious panels or stone having heavy lapped board or lattice infill.
3. Porch columns, regardless of location, should be at least eight inches (8") square or in diameter.
4. Decks, and porches less than 48" in height, shall have brick, stucco or stone foundations.
5. Brick, stucco, or stone piers may be approved for rear elevations only. Exposed wood is not permitted, but wood columns may be clad in an approved material.
6. Heavy duty lattice panels with horizontal rails shall be placed between piers.
7. Pickets or columns are not required to be placed in screened areas unless mandated by governmental agencies or Restrictive Covenants.

8. Screens shall be either dark bronze or charcoal.

8.24 VENTS AND FIREPLACES: Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation. Sidewall vents are permitted and must be painted to match the exterior wall color.

8.25 SKYLIGHTS AND SOLAR COLLECTORS: Skylights must be a color matching the roof color. Skylights on front elevations shall be especially considerate of their location on the roof so that they do not create an imbalance. Solar collectors may be used when complementary to the roof design and slope, only in accordance with the requirements of the CC&Rs.

8.26 UTILITIES: If permitted by governmental agencies, meter boxes, gas regulator, conduit, electrical panels, etc. should be painted to match the exterior of the building and screened from view from neighboring properties, community walkways or roadways, with building material or landscape.

8.27 HVAC UNITS AND POOL EQUIPMENT: HVAC units and Pool Equipment should be located to minimize the transmission of noise to adjacent properties and usually are screened from neighboring properties with a wood, vinyl or masonry enclosure matching the height of the tallest component. HVAC units on lots in AE or VE Zones and which have less than 10' of functional side yard on both sides and are required to be elevated four feet or more above grade do not require enclosures but will require a tall screening evergreen tree in the front. Window air conditioning units are not permitted. Through-wall units are not permitted except on the rear of the home at the deck level of a sun-porch and where concealed, in a similar manner as other HVAC units.

8.28 GLASS BLOCK: Glass block applied to the exterior of a dwelling shall not be approved.

8.29 AWNINGS & OVERHANGS: The installation of awnings or overhangs requires ARC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Metal awnings are prohibited.

8.30 GARAGES: All residences shall have a fully enclosed garage designed to accommodate at least two vehicles when garage doors are in the closed position. Such garages shall be compatible with and complementary to the main residence in architectural style, material, color. The garage and specifically the garage door (s) shall not be the focus of the main front façade. Garages shall be finished on the inside. Garage doors may be stained wood, fiberglass, steel, or aluminum and shall be painted to match trim colors of the home. Prefinished colors may be acceptable.

8.31 ADDITIONS, MODIFICATIONS & EXPANSIONS: Any addition, modification, expansion, or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the ARC for approval.

8.32 VINYL PRODUCTS LIMITED: Materials constructed of PVC (vinyl) are limited to windows, gable accents, handrails, decking and trim and in special circumstances, soffits, and porch ceilings.

8.33 SHUTTERS: Where shutters are used, they shall be one-half the width of the window and the same height. Exceptions may be considered with reference to transoms. Exterior Bahamas style shutters are approved for windows and porches and certain structural rated shutters designed for hurricane protection may be approved if aesthetically acceptable.

HURRICANE SHUTTERS: Metal rolling hurricane shutters are approved for installation at Summerhouse, provided that the containing case is the same color or a complimentary color to the window/door frame intended to protect. Rolling shutters may only be opened and actively protecting the door or window within seventy-two (72) hours of when a hurricane or tropical storm watch or warning is posted. Rolling shutters must be de-activated and secured in their containing case within seventy-two (72) hours from the passing of a storm or the removal of a hurricane watch or warning. At no other time may rolling shutters be active or opened.

8.34 EXTERIOR LIGHTING: ARC approval is required for all exterior lighting: Except for seasonal and holiday decorative lights, which may be displayed up to two (2) weeks after the end of such holiday or season only, all landscape lighting must be approved in accordance with the following Guideline standards.

Well-designed exterior lighting can add dramatic touches to a home. The key to a successful lighting system is the proper placement of the right fixtures to produce the desired lighting effects. Landscape lighting includes up, down and back lighting, shadowing, and accent lighting among plants and garden elements. Garden lights or walkway bollards should direct the light downward with a concealed spotlight. Pathway lighting shall be spaced a minimum of 6' apart. The light source should be hidden so that only the

effect of the light on the subject is seen. All exterior lighting should be installed so as not to disturb neighbors or impair vision of traffic on adjacent streets. Electrical plans, as part of the floorplan submission, must show the location of all exterior lighting.

The ARC may take into consideration the visibility and style of the fixture and on the home. Light fixtures must complement the architectural style of Summerhouse and the specific home and landscaping. Lighting of walls (front walls only) can be achieved by use of eave or ground recessed fixtures. Landscape lighting shall be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations. Post mounted light fixtures will be considered on an individual basis. The spillover of light on to neighboring property shall be avoided and lights shall be shielded where necessary. Exposed overhead wiring for lighting is prohibited.

8.35 COLORED LIGHTS: Prohibited, other than holiday lighting. Low voltage lighting systems offer a wide variety of fixtures and bulbs to produce virtually any landscape lighting effect. All landscape lighting fixtures to be added after construction require approval by the ARC prior to installation.

ARTICLE 9: LANDSCAPING REQUIREMENTS

9.1 PURPOSE: The Landscape requirements have been established to maintain the high standards of Summerhouse and reflect the community's emphasis regarding the value of open spaces, natural landforms, 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. Extensive plantings used primarily for screening and defining outdoor space should be considered as an integral part of the design and fencing process. In general, mature plantings no higher than four (4') to five (5') feet are required on the back and sides of each fence unless approved otherwise by the ARC. except that an additional one (1') foot of open lattice may be on top of the solid fenced area. The ARC reserves the right to require the removal of any plantings that exceed the height limit or impede the overall appearance of the neighborhood. It is important to pay close attention to neighboring property views, especially properties with water views. In those settings, open style fencing and minimal plantings should be considered.

The Guidelines are intended to achieve a successful design utilizing the most appropriate balance of plantings and arrangements that will complement your home, meet drought resistant and sustainability levels, and provide stabilization of the soils in the Summerhouse community. Your landscaping may be designed and installed by the individuals or companies of your choice, provided that you and your builder comply with the CC&Rs, the Restrictive Covenants applicable to your lot, these Design Guidelines, and any other requirements of the ARC. Neither the HOA, the ARC, any sales agent or developer, nor any entity or individual affiliated with any of the foregoing makes any representation or warranty as to the financial condition, skill or ability of any architect, designer, builder, landscaper or other contractor.

9.2 HIGH LANDSCAPE REQUIREMENTS: All high landscape plantings must be a minimum of 60" tall when planted (the plants must measure 60" from ground level to the top of the plant at installation.) High landscape plants should be of the type that will "fan out" over time to soften the appearance of the wall.

9.3 FOUNDATION PLANTINGS: Foundation plantings should be appropriate to the size of the house and the elevations. For example, if the differential between the first floor and the foundation is more than two feet, 24" plantings are required at installation.

1. The slope of the property and final grade should be considered when choosing these plants.
2. Parged foundation requires a minimum of 24-inch plants at installation.
3. Brick or stone foundations require minimum foundation plants of 12" at installation.
4. The spacing of plants should be appropriate to the plants being installed.
5. It is recommended that plant sizes be varied and planted in a staggered manner to add to the aesthetics of the overall property.

9.4 FENCE PLANTINGS: When feasible, fences should be located a minimum of three feet (3') from the property line.

9.5 UTILITY BOXES, ABOVE GROUND UTILITY BOXES AND EQUIPMENT: Although screening is not required for county utilities, it is required for all other above ground utility equipment. Utility screening plants should be evergreen shrubs of the approximate height of the utility at installation.

9.6 HVAC SCREENING: If HVAC is hard screened with a building material (wood, brick, etc.) foundation plantings are acceptable. If HVAC is not hard-screened, landscape plantings must be of a minimum height equal to the top of the unit being screened.

9.7 DRIVEWAY COLUMNS AND WING WALLS: Must be approved by the ARC in advance of construction and shown on the site plan and on the landscape plan.

9.8 DRIVEWAY TURNAROUND: Must be screened with evergreen plants with a minimum height of 36" and spaced no more than three feet (3') apart.

9.9 SOD: Sod must be a minimum of at least 50% of the area of the front yard from the property line to the front of the dwelling excluding the driveway and sidewalk area. It is not necessary to specify the types of sod that will be planted on the landscape plan; however, areas designated for sod should be clearly apparent on the Landscape Plan.

9.10 MULCH: Pine nuggets, dark mulch, and cypress and pine straw should be considered. It is not necessary to specify the types of mulch that are to be used on the landscape plan; however, areas designated for mulch should be clearly apparent on the Landscape Plan. Builder and Owner Note: Pine straw is considered a highly flammable substance. The ARC discourages any landscape plan containing pine straw as a mulch.

9.11 DELAYED LANDSCAPE PLAN SUBMISSION: The ARC understands that since the Landscape Plan is being submitted early in the building process, some plants indicated on the original plan may not be available due to the time of year or other legitimate concern; however, any plant changes/substitutions from the original landscape plan must be with plants and/or trees that are of like size and number to those approved on the original plan. For example, if 24" plants of one type were approved, the substitution must be 24" plants of another type. One (1) gallon plant cannot be substituted for three (3) gallon plants. A three (3) foot tree cannot be substituted for a six (6) foot tree. If any substantial change is made to the original approved Landscape Plan that would alter the appearance of the property, that change must be approved in advance by the ARC by the submission of a Change Order. The Landscape Plan submitted should be drawn to the scale of 1" = 5'.

9.12 SHADE & CANOPY TREES: Planting trees in open areas is required. Net site is the gross site, less any wetlands and less any calculated impervious area as reported on the site survey. Typically, one hardwood tree per 3,000 SF of net site shall be added to each site and shall be a minimum of 2 ½ inch caliper at the base and ten feet (10') tall at the time of planting. Hardwoods include single trunk varieties such as Oak, Walnut, Hickory, Maple, and Magnolia. No more than two trees of the same species shall be provided in the number required. *One hardwood may be eliminated if two palm trees, ten feet tall or better are installed on the lot. In any case, one single trunk qualifying hardwood is required in all front yards.

9.13 EVERGREEN FOUNDATIONS: Evergreen Foundation Plantings are required to provide year 'round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants. Fifty percent (50%) of the foundation shrubs shall be a minimum of 24" tall, planted 36" on center with exceptions for porches. Fifty percent (50%) of the foundation plants shall be 36" tall or better. Foundation plants shall be placed fully around the home. Quantities will be decided on an individual basis. In the front of the home and on sides facing the street, planting beds along the foundation shall be layered, in that there shall be smaller plants in front of primary foundation plants. These plants shall be separated no more than 24" on center. Other plants shall be used to create a third layer in corner locations or at breaks in the planes of the home. Deer and drought resistant plants shall be given strong consideration.

9.14 EVERGREEN SCREENING: Evergreen screening is needed to conceal non-mechanical service and utility areas. Quantities and sizes will be considered on an individual basis but shall provide immediate screening i.e.: HVAC shall be concealed by screen walls. Plantings for utility items shall be 4-6' tall at time of installation. At the HVAC or Pool equipment screen wall, regular scale foundation plants shall be placed around the screen wall. Additionally, garage doors shall be screened to some extent from neighboring properties and the street. Screening shall not appear as a full wall but may be positioned to reduce any visual dominance of the garage doors. Landscaping on lots adjoining lakes, wetlands, the Intracoastal, or open space, must not obstruct view corridors of neighboring homes to these amenities. The ARC will establish limits on planting areas based on protecting views from neighboring properties.

9.15 LAWN AND GROUNDCOVER: Areas shall be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Front and side lawn areas that are adjacent to roads shall receive sod. The remaining areas of the site, not receiving low maintenance ground cover shall receive grass. The ARC recommends grass areas be seeded and maintained in accordance with the North Carolina State University Guidelines for turf grass in Onslow County, North Carolina.

9.16 MINIMUM PLANT SIZES:

Ground Covers	1 gallon: 12-18" spread. 3 gallon: 18-24" spread.
Hardwood Trees (incl. ornamentals):	2.5" caliper (8-10' height)
Evergreen Trees:	6-8' height minimum. One tree is required per lot.
Foundation Shrubs:	Minimum of 5 gallons or 24" tall planted.
Screen Plantings:	Minimum 4-6' (utilities/service area fully concealing service equipment)

9.17 IRRIGATION: An irrigation system controlled by automatic timer or/clock is required. Water may not be drawn from lakes, ponds or wells. A rainwater recovery system may be utilized instead of a system connected to domestic potable water.

9.18 DRAINAGE BETWEEN COMPLETED HOUSES: In some circumstances, especially when homes are constructed close to the offset minimums, there is a possibility that stormwater collection may occur on lots within the setbacks or landscaped areas between adjoining lots. In such instances, if the neighboring owners have constructed their homes in accordance with all applicable covenants and ARC Guidelines, and drainage issues develop, it is the affected owner's responsibility to develop a remedial course of action for any offensive water collection on that affected owner's lot. The ARC will consider any application submitted to it by the affected owner to remedy the water collection on that owner's lot. The ARC will not address water runoff from one lot to another, and the ARC will not be the arbiter of disagreement between neighboring owners on the cause of any water collection. That issue will need to be addressed between the neighboring owners.

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

ARTICLE 10: FINES FOR VIOLATIONS

10.1 NOTIFICATION: Whenever a violation of any provision of the Guidelines or CC&Rs of Summerhouse occurs, the ARC or the HOA will notify the Owner/Builder of the violation.

The notifications will state the violation and give the Owner/Builder ten (10) days in which to remedy the violation. In the event the violation is not remedied within the ten (10) day period, the HOA may levy fines in accordance with the provisions of the North Carolina Planned Community Act, and, in the case of construction violations, may also reduce the Compliance Security Deposit refund in accordance with the provisions of Article 3.5. Nothing in this section prohibits or restricts the HOA from taking other enforcement actions allowed in the CC&Rs, including the taking of corrective action to repair or remedy a violation or the filing of any lawsuit or other proceeding immediately upon the violation occurring.

10.2 PENALTIES FOR VIOLATIONS:

A. Fines:

1. The initial fine for the first violation or the first day of any continuing or repetitive violation may be up to $100.00.
2. Following a hearing, the HOA may levy fines up to the maximum level permitted by law, which may be up to $100.00 per day until the non-compliance is corrected.
3. Payments of fines may be withdrawn from the CSD as a credit to the Owner's account or may be imposed as assessments outside of the CSD to be paid pursuant to the North Carolina Planned Community Act.

B. For General Contractors, the following penalties against the CSD, and deducting from the CSD, shall apply:

1. 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.
2. 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.
3. For working outside of permitted hours on any given day: $100 per hour or fraction thereof.
4. For violating the Sunday or holiday working restrictions: $200 per hour or fraction thereof.
5. For trespassing on private lots or common areas (e.g., docks, pool): $100 per incident.
6. For storing equipment on adjacent lots or on common areas without written permission of owner/ARC: $100 per day.

7. For commencing any construction activities prior to both formal review and written approval by the ARC: $500.00. Additional fines could be assessed if construction continues without ARC approval.
8. For commencing any construction activities prior to a written Site-Staking Inspection approval by the ARC: $100/day until site-staking is inspected and approved. Additional fines could be assessed if construction continues without site-staking ARC approval.
9. For occupying a new construction project for either use as a model or leased/sold without first gaining Final Inspection Approval: $100/Day
10. Unauthorized Gate Access:
    a. For use of an unauthorized gate code by construction personnel other than a Builder/Subcontractor property Owner: $100 per incident.
    b. For entering or exiting the Community using a gate other than the Front (Main) gate: $100 per infraction.
    c. Repeated violations may result in loss of Featured Builder status.

ARTICLE 11: COMMUNITY OBSERVANCES

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

11.2 SPEED LIMITS: The speed limit for Builders, subcontractors and construction vehicles is twenty miles per hour (20 MPH) or as otherwise posted. Note: ***Reduced speed limits are posted, and necessary care must be taken on roads near children's play areas.***

11.3 PRIVATE PROPERTY USAGE: Any contractor utilizing private property for construction layout shall obtain written permission from that owner and a copy of that permission submitted to the ARC prior to using that property.

MINOR PROJECTS APPLICATION FORMS AVAILABLE TO DOWNLOAD

Application forms for the following Minor Projects are accessed through the Owner portal.

Category forms are listed below.]

Accessory Building
Awning
Balcony
Courtesy Notice
Deck Cover
Deck Extension
Deck New
Disability Access
Doghouse
Driveway Extension
Driveway New
Driveway Repair
Fence Permanent
Fence Temporary
Firepit
Garden
Gazebo
Generator
Greenhouse
Hot Tub – Spa - Sauna
Landscape Modifications
Lawn Ornaments
Lights and Lighting Modifications
Palm & Deciduous Trees
Patio: New or Extended
Pergola/Gazebo
Play Area or Equipment
Playhouse
Pool
Pool Screen
Porch - New
Porch - Enclosed or Screening
Propane Tank
Re-Painting Exterior of House
Retaining Walls
Roof Replacement
Shower – Outdoor
Shutters
Siding Replacement
Skylights
Solar Panels
Trash Enclosure
Walkways
Window Replacement

"Courtesy Notice" is the single form for the following Minor Projects

Backflow Cover Painted
Birdbath
Birdfeeders (more than one)
Composts in rear yards out of sight of street
Irrigation extensions
Landscape Modifications (Minor trees/shrubs removed)
Portable Basketball Goals (stored each evening inside garage)
Rain Barrels - Irrigation/Sauna
Removal of small scrub trees/shrubs prior to/after plan approval
Window Tinting & Security

If your Minor Project is not listed above, please use the application form "**Generic Application.**"

SUMMERHOUSE ARC: NEW BUILD APPLICATION PROCESS

Quick Summary

1. Send ARC the data for the permit box sign: Lot # and address; Owner Name; Permit # if available.
2. The ARC will create a permit box sign (a copy of which must be ***kept at all times in the permit box***)
3. Submit to DEQ your permit paperwork including a copy of the signage.
4. You may submit your New Build application to the ARC concurrent with your application to DEQ. This will help expedite your ARC approval.
5. When DEQ issues you a permit, digitally submit to ARC any remaining New Build application forms and a copy of the DEQ permit.
6. Mail/drop off all fees, and sample color chips.
7. If your application is approved, prepare the lot for Site-Staking inspection.
8. Submit *Inspection Request* to ARC when ready.
9. Once the house is completed, submit the Final Inspection form for approval.
10. When the Final Inspection is approved, submit Compliance Fee Refund form.

Sequence

1. All forms, data, and support information to be submitted digitally and in PDF format.
2. No application will be reviewed until all paperwork, fees and DEQ permitting are submitted.

Optional: The Schematic

1. If you are new to the Summerhouse application process, you may:
   a. Submit a Schematic Request form (a copy is in the ARC Guidelines)
   b. Alternately, you may choose to bypass the Schematic option, and completely fill out and submit all the required application forms and fees (all forms are included in this ARC Guidelines document)

ARC Required Documents and Information

1. New Construction Form 1 (All Fees payable to Summerhouse on Everett Bay HOA **and delivered to the ARC**)
   a. $ 1,200 Application Fee
   b. $ 2,400 Refundable Compliance Fee
   c. $ 900 Road Impact Fee
2. Owner/Builder Information Form
3. Copy of DEQ Permit
4. Sub-Contractor Form
5. Exterior Materials Form
6. Building Agreement
7. Color Board examples and color codes
8. Pre-construction Road/Neighboring Property Damage photos (if any)
9. Plot Plan clearly showing the house positioned on it, as well as calculate HSF and impervious SF (see attachment)
10. Complete set of plans: including elevations to be submitted digitally in 81/2 x 11 format.
11. Preliminary landscape plan

Site Staking Application: Only submitted AFTER the New Build application is approved.

1. Site Staking inspection fails: Make corrections and resubmit.
2. Site Staking inspection is approved: Construction may begin.

Final Landscape Plan

1. When construction is nearing completion a final landscape plan is submitted
2. Plans must be submitted digitally.

Final Inspection

1. When the house is complete the Builder must submit a Town issued CO and As Built certification
2. Final Inspection Request form
   a) If the Final fails, corrections are made, and a Final Inspection Request is resubmitted.
   b) If the Final is approved, submit to the ARC a Compliance Refund request.

Schematic Review

(Compliance Opinion)

Prior to making a formal submittal, an Owner may wish to obtain an opinion as whether their proposed home will be accepted under current HOA/ARC Guidelines. The ARC will perform a "Schematic" review with the submittal of a site plan and a minimum of four elevations. There is no charge for this review for existing lot owners who intend to occupy their home after completion. There is a $ 250.00 fee for owners and for non-owners who are planning to construct a home for sale.

Property Identifiers	Lot #:		Parcel #:	
	Street:			

Applicant:	Name:	
	Street:	
	C/S/Z	
	Phone:	
	Email:	

Relationship to Property:	Circle One	Owner	No Fee
		Owner intending to sell	$ 250 Fee Attached
		Builder	
		Other	

Attached to this Application are the required four (4) elevations and site plan for the proposed house. I understand, and agree, that this application is only intended to assess whether the proposed construction conforms to the established HOA/ARC guidelines. I further understand, and agree, that approval of this Application does not imply automatic approval of any subsequent formal application.

Applicant Signature:_____ Date: _____

Print Name: _____

FORM 1: NEW CONSTRUCTION

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

Lot #: _____ Address: _____

Date: _____ Owner Name(s): _____

Email: _____

Phone: _____

Street: _____

C/S/Z: _____

Initials:		Homeowner's fees are paid to the Homeowner's Association for the current year, or they are attached to this form.

Important	Please refer to the "Fees" form for additional information and a complete list of applicable fees. All submittals are to be digital. Incomplete submittals will be rejected, requiring a further submittal. Submittals are required for Schematic and Construction Approvals.

Square Foot Calculations

Heated SF		***Unheated SF***	
Number of Floors:	_____	Garage SF:	_____
Heated Main Floor SF:	_____	Attic/Other SF:	_____
Heated 2nd Floor SF:	_____	Total Unheated SF:	_____
Other Heated SF:	_____	Entry/Porch SF:	_____
Total Heated SF:	_____	Other Covered SF:	_____
Total SF Impervious Soil:	_____	Patio SF:	_____
Application will not be processed without these numbers.			

_____

(Owner/Builder/Primary Contact Signature)

FORM 2: FEES

(Checks may be mailed or delivered to the ARC office, located in the HOA Office, attn.: ARC)

Date: _____ Lot #: _____ Street: _____

Owner Full Name(s) Information		Phone	Email

Primary Contact/ Registrant	Name		Street	
	Email		C/S/Z	
	Title		Phone	

Initial all applicable items	
	Homeowner's fees have been paid to HOA for current year (include if not previously paid)
	$ 1,200 Main dwelling Schematic Architectural Review fee is attached.
	$ 2,400 Compliance Security Deposit for house construction is attached The Compliance Security Deposit is payable at the time of application. A refund is issued after Final Inspection is approved.
	$ 900 Road Impact Fee is attached
Make Checks Payable to:	
	Summerhouse on Everett Bay HOA. They may be either delivered to the Sales Office, *Attention ARC,* or mailed to **Summerhouse ARC**, 318 Summerhouse Drive, Holly Ridge, NC 28445

Not required to be paid with *initial* New Build Submittal	
	$ 150 Additional Plan Review fee ***if needed*** is attached
	$ 225 Additional On-Site Review fee ***if needed*** is attached

Remodeling & Installation Fees:	
	$ 1,500 is required for remodeling/installations that require building permits. In both cases, 20% of which is non-refundable and will be retained by the HOA to cover non-specific wear and tear of the community.

OWNER AND/OR REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM TO THE COMMUNITY GUIDELINES AS OUTLINED IN THE EDITION DATED: 1/1/22			
	Signature	Print	Date
Owner			
Owner			
Builder			
NC Contractor License #			
Co. Name			

_____

(Owner/Builder/Primary Contact Signature)

FORM 3: OWNER/BUILDER INFORMATION

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

Date: _____

Property Identification	Lot #	
	Street	

Owner	Name	
	Street	
	C/S/Z	
	Phone	
	Email	

General Contractor/ Builder	Company	
	Owner	
	License #	
	Street	
	C/S/Z	
	Phone	
	Email	
Initials:	Fines (☛	All fines attached to any previous construction in Summerhouse have been paid in full.

Architect	Company	
	Owner	
	License #	
	Street	
	C/S/Z	
	Phone	
	Email	

Primary Contact	Name	
	Phone	
	Email	

_____

(Owner/Builder/Primary Contact Signature)

FORM 4: SUB-CONTRACTOR INFORMATION

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

Date: _____ Address: _____

Lot # _____ Owner _____

Builder _____

Please complete the following list with the Sub-Contractors that will be working on the property.		
Category	Company Name	Contactor Number
Painter		
Drywall		
Framing		
Landscaper		
Plumber		
Electrician		
Insulation		
Mason		
Surveyor		
Roofer		
Concrete Installer		
Other		
Other		

I understand, as the General Contractor, I am responsible for the actions of each subcontractor, their employees, and vendor/suppliers while they are working within the Summerhouse community.

_____

(Owner/Builder/Primary Contact Signature)

FORM 5: EXTERIOR MATERIALS LIST

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

White/off-white colors may repeat. While the ARC will determine if there is a repetition of colors with nearby homes, it is important that you carefully analyze the neighboring homes to be certain you do not duplicate a house color. While the ARC recognizes that some colors are popular, the ARC encourages a diversity of colors throughout the community.

You are required to indicate the primary exterior house color on this page, and on a color strip sample delivered to the ARC

Foundation
Finish:
Color:

Siding *Example*	
Material:	Hardie-board
Mfg. Name:	James Hardie
Color Name:	Delicate White
Color ID:	PPG 1001-1
Opt. Hex Code:	A0BBB8

Siding
Material:
Mfg. Name:
Color Name:
Color ID:
Opt Hex Code:

Windows
Type
Mfg./No
*Color

Shutters
Material
Mfg./No.
*Color

Deck/Patio/Terrace
Material
Mfg./No.
*Color

Roofing
Material
Mfg./No.
*Color

Exterior Doors
Material
Mfg./No
*Color

Garage Doors
Material
Mfg./No
*Color

Exterior Trim
Material
Mfg./No.
*Color

Paint Color Awareness: This page is being submitted after confirming that currently built homes nearby are not already painted a similar color to the house I am applying to build.

Signature: _____

_____

(Owner/Builder/Primary Contact Signature)

Date: _____

FORM 6: BUILDING AGREEMENT

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

We have read and understand the Restrictive Covenants applicable to the subject property and the Design Guidelines, as amended, and adopted by the Architectural Review Committee (ARC) and/or the Summerhouse on Everett Bay Homeowners Owners Association, Inc. (HOA), and agree to the Pre-Construction Inspection Report.

We will always maintain a clean construction site and install an approved builder identification sign, job toilet, approved dumpster, and silt fence as required.

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

We will not undertake any construction that has not been approved by the ARC/HOA and we will obtain approval before making any changes to previously approved plans.

We agree that construction of the improvements will be completed within twelve (12) months after ARC approval and in accordance with plans, materials, finishes, and color samples approved by the ARC. We also agree that landscaping will be completed within twelve (12) months in accordance with plans approved by the ARC.

We understand that violations will result in enforcement action by the ARC/HOA, which may include a stop work order, assessment of fines against the owner/builder, and other appropriate actions deemed necessary by the ARC or HOA. We further understand that any such fine(s) must be paid within twenty-one (21) days of the date of notice.

We understand that: (a) the construction bond will be held in an interest-bearing HOA amount (with interest paid to the Summerhouse on Everett Bay Homeowners Association) until completion of construction, landscaping and final inspection approval; (b) upon final inspection approval, any unpaid fines will be deducted from the bond, as will any unpaid expenses incurred by the HOA or ARC, in connection with unapproved construction, to repair damage to common areas or to clean up the project site; and (c) the amount of the bond remaining after such deductions, if any, will be returned without interest to the builder.

The builder understands that in the event of a major violation by the builder or in the event of repeated violations by the builder on this or other projects in Summerhouse, the HOA may take action to prevent future violations, including a requirement that the builder post a larger construction bond on future projects and/or refusal to approve future construction projects involving the builder.

Owner and Builder acknowledge that the improvements proposed in these plans take into account the topography, soil, drainage, water flow, encumbrances, governmental regulatory requirements, and all other limiting factors associated with the character of the lot. Owner and Builder specifically acknowledge that drainage and water flow have been properly evaluated and addressed before making this application, that drainage and water flow arising out of the improvements proposed in this application will be properly handled in accordance with all covenants, guidelines, and governmental requirements, and that Owner and Builder are not relying on the Association or ARC to address these issues.

Owner and Builder have conducted our own independent investigation of the character of the lot in connection with the plans being submitted and represent to the Association that construction of the improvements proposed in these plans is both possible and advisable. We acknowledge that by submitting these plans, we are not relying on the Association or ARC with regard to the possibility or advisability of constructing the proposed improvements upon Owner's lot.

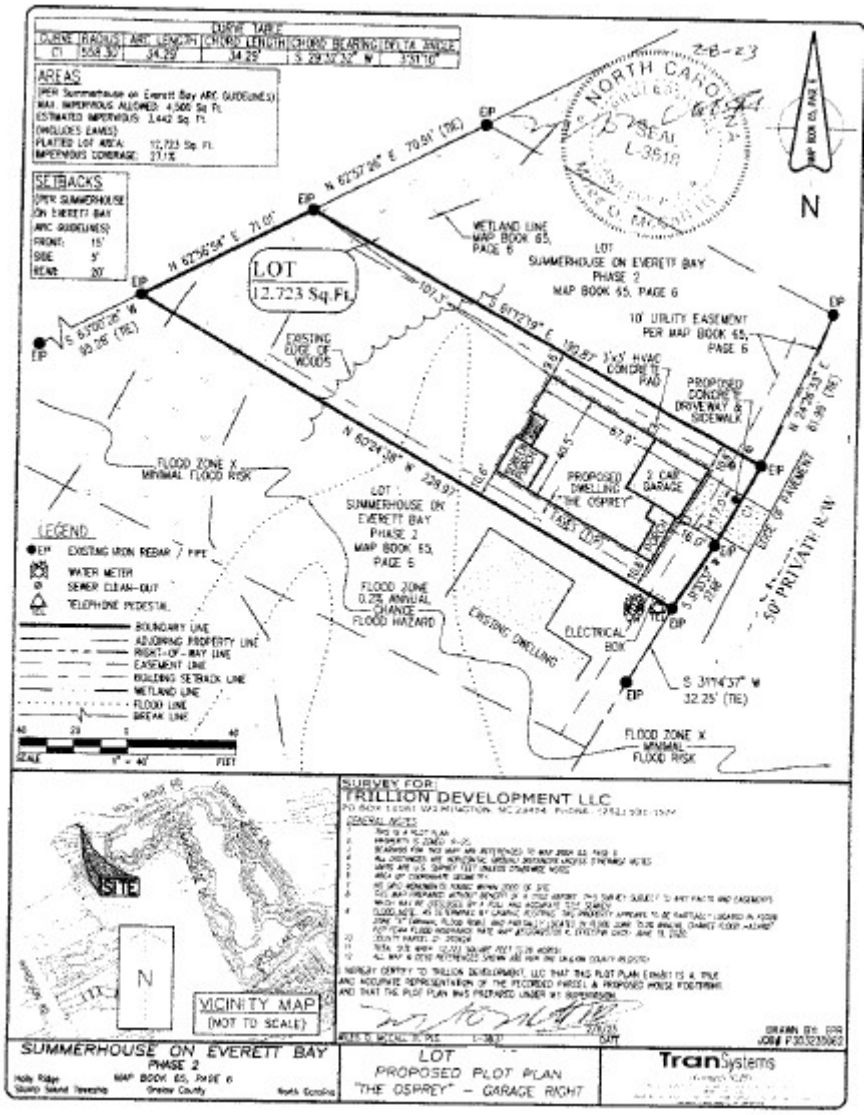
This Application and Agreement is made on this _____ day of _____

_____

(Owner/Builder/Primary Contact Signature)

EXAMPLE PLOT PLAN

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*



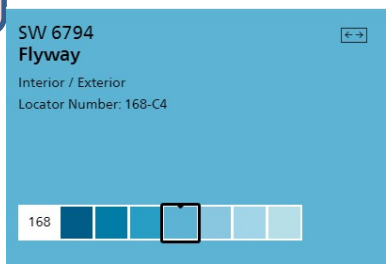
FORM 7: COLOR BOARD EXAMPLE

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

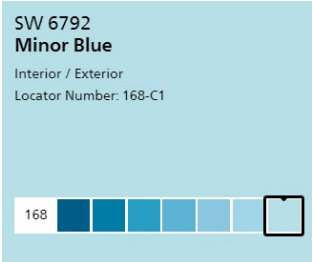
LOT: _____

Note Name and ID#

Siding:



Shutters

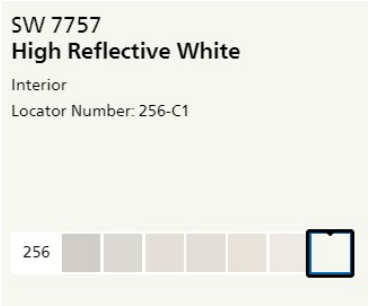


Front Door

Garage Doors

Windows

Trim



Roofing

Exterior Doors

(Owner/Builder/Primary Contact Signature)

FORM 8:
PHOTOS: PRE-EXISTING DAMAGE TO YOUR LOT OR NEIGHBORING LOTS

Submitted **digitally,** as part of your New Build application to *Summerhouse.ARC@gmail.com*

Lot: _____

Date: _____

(Owner/Builder/Primary Contact Signature)

FORM 9: SITE-STAKING INSPECTION REQUEST

IMPORTANT: Do not submit this form until you receive a *New Build* approval **AND** you have completed all the items below.

Lot#: _____ Date: _____

A site staking inspection must be applied for and approved prior to beginning any construction. You must confirm the status of each category below BEFORE submitting this application. Inspection will not take place without a signature in the acknowledgement section at the bottom of the page, verifying that you have read and agree to the advisories included in this application. Any construction work commencing before submitting this form, and receiving a Site-Staking inspection approval, will subject your company to daily fines.

Road/Curbing & Neighboring Lots	Any damage must be identified, photographed, and digitally submitted to the ARC.	[**Y N**]	(Supporting notes)
Site Staking:	A staked outline of the home with string lines attached along major walls has been installed	[**Y N**]	(Supporting notes)
Water meter & Sewer system:	Cover or piping protected	[**Y N**]	(Supporting notes)
Sedimentation, Drainage & Soil Erosion	Adherence to stormwater drainage rules adopted by the HOA, County and Town of Holly Ridge.	[**Y N**]	(Supporting notes)
Culverts/Swales:	A mandatory walk-though meeting with the ARC was held prior to gravel driveway installation	[**Y N**]	(Supporting notes)
Construction Driveway:	Gravel driveway must be 2-3" coarse aggregate, 12 feet wide, extending from curb to garage door entrance.	[**Y N**]	(Supporting notes)
Silt Fencing:	Road, back & side property lines, environmentally sensitive areas, large dirt mounds, large areas of material, and toxic materials protected by silt fencing.	[**Y N**]	(Supporting notes)
Temporary Structures:	Application for installation was previously submitted and approved if installed.	[Y N]	(Supporting notes)
Tree Protection:	Protected trees were marked if needed.	[Y N]	(Supporting notes)
Temporary Structures Locations:	METAL dumpster placed as far inland as possible. Portable toilets installed with door facing away from road. Trash site identified.	[Y N]	(Supporting notes)
Metal Dumpster	Metal dumpster is not required for site staking inspection unless materials are pre-delivered on site at time of inspection.	[Y N]	(Supporting notes)

ADDITIONAL NOTES: Builder/Homeowner, and all workers on this project are responsible for maintaining the site. If materials delivered to the site spill onto roadways, it is the responsibility of the delivery company, and the Builder/Homeowner to immediately clear materials from roadway. If not cleared from roadway after notification by either Community Management, or ARC, Community Management will have the roadway cleaned, and bill the Owner. *It is the Builder and Owner responsibility to make all necessary repairs to restore impacted properties back to pre-construction condition.* If any of the above listed items are incomplete, or without an explanation in the Notes section above, the ARC will not approve the Site -Staking Inspection, and there will be a $100.00 Non-Refundable Site-Staking Re-Inspection Fee.

BUILDER/OWNER MUST IDENTIFY THE LOCATIONS OF UNDERGROUND UTILITIES, ESPECIALLY HIGH VOLTAGE POWER LINES. JONES-ONSLOW CONSTRUCTION PRACTICES MAY HAVE LOCATED THOSE LINES OUTSIDE OF EASEMENTS.

_____

Required: Homeowner/Builder/Builder Representative Name and Date

FORM 10: FINAL INSPECTION REQUEST

(Do not submit this form until: the house is complete, and CO obtained. Submit digitally to: Summerhouse.ARC@gmail.com.
Phone requests are not processed.

Date: _____ Owner: _____

Lot #: _____ Builder: _____

Address: _____ , Holly Ridge, NC 28445

I, We, _____. the Builder/Owner of the above property submits this request for Final Inspection and release of the Security Deposit for the building being constructed there on. The following requirements of the Summerhouse ARC and HOA Guidelines, as amended, have been submitted and approved and the construction work has been completed.

Completion of ALL items listed below is required for Final Inspection

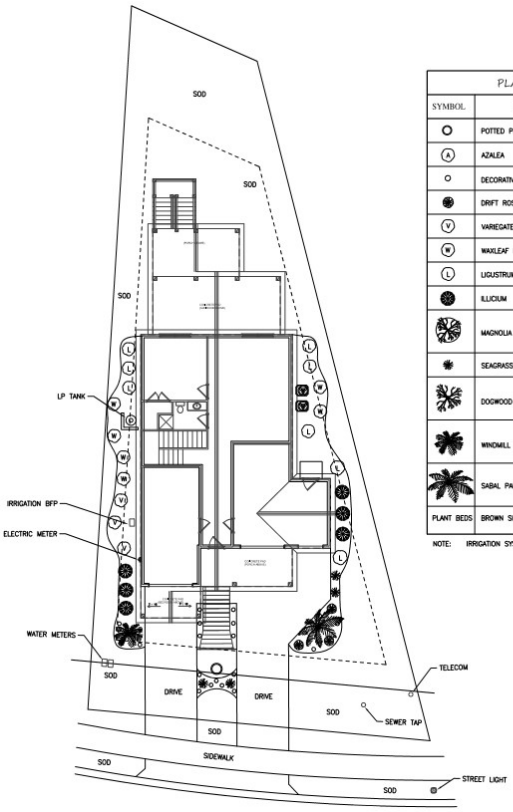
Circle (Y) or (N) for each question. If (N) is selected indicate in comment section below the reason(s) why.		
(Y) (N)	Road & Curbing:	Any damage occurring during construction is repaired
(Y) (N)	Water Meter/Sewer System	Operative and within standards
(Y) (N)	Silt Fencing:	Removed
(Y) (N)	Temporary Driveway:	Removed
(Y) (N)	Temporary Structures:	Removed
(Y) (N)	Street Number:	Installed and visible
(Y) (N)	Windows and doors:	Do they correspond to your approved materials list?
(Y) (N)	Roofing:	Does it correspond to your approved materials list?
(Y) (N)	Construction Materials:	Do they correspond to your materials list?
(Y) (N)	Paint & Trim:	Do they correspond to your approved materials list?
(Y) (N)	Landscaping:	Meets ARC minimums and corresponds to submitted/approved plans and materials list?
(Y) (N)	Propane tank/generator:	If installed, or pre-configured, is it properly shielded from street view?
(Y) (N)	Certificate of Occupancy:	Has the Certificate of Occupancy been issued, and a copy submitted to the ARC?
(Y) (N)	As Built Survey:	Has the As Built Survey been issued, and a copy submitted to the ARC?
(Y) (N)	Neighboring properties:	Are all building materials, equipment, refuse, and signage removed.
(Y) (N)	Neighboring properties:	Are brush and dirt piles removed, properties graded & bald spots seeded?
(Y) (N)	Drainage Systems:	Are swales, culverts, and other methods to control erosion in place and functioning?

I, We, _____, understand that if any items listed above are incomplete/inaccurate:

(1) The ARC will not approve the Final Inspection,
(2) You will need to re-submit a new Final Inspection Form and
(3) There will be a $ 100.00 Non -Refundable Final Re-Inspection Fee.

YOUR comment section:

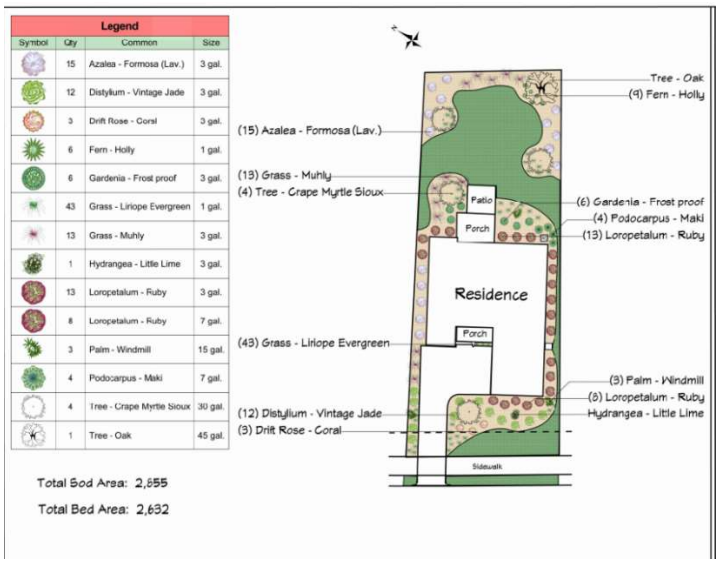
FORM 11: LANDSCAPE PLAN EXAMPLES



PLANT LEGEND

SYMBOL	PLANT NAME	SIZE
	POTTED PLANT (BY HOME OWNER)	
A	AZALEA	3 GAL
	DECORATIVE PLANT (T.B.D.)	
	DRIFT ROSES	3 GAL
V	VARIEGATED PITTOSPORUM	3 GAL
W	WAXLEAF PRIVET	5 GAL
L	LIGUSTRUM	3 GAL
	ILLICIUM	3 GAL
	MAGNOLIA	2.0" CALIPER
	SEAGRASS	1 GAL
	DOGWOOD (LOCATIONS T.B.D)	3 GAL
	WINDMILL PALM	7 GAL
	SABAL PALM TREE	10-12 FT
PLANT BEDS	BROWN SHREADED MULCH	

NOTE: IRRIGATION SYSTEM WILL BE PROVIDE FOR SOD AREAS.



COMPLIANCE BOND REFUND REQUEST

This form must be submitted to the ARC to ensure accurate processing and payment.
No refunds will be issued without this form filled out and digitally submitted.

DATE: _____

LOT: _____

LOT ADDRESS: _____

IF PAYABLE TO THE BUILDER	
BUILDER NAME:	
COMPANY NAME:	
PHONE	
STREET	
CITY, STATE, ZIP	

IF PAYABLE TO A DIFFERENT PERSON OR ENTITY:	
NAME	
PHONE	
STREET	
CITY, STATE, ZIP	
EMAIL	

_____
Builder/Builder Representative Signature

BUILT UPON AREA TABLE: THE MAXIMUM ALLOWABLE BUILT-UPON AREA PER LOT.

LOTS		Maximum Impervious Area (Sq. Ft.)
1-92, 278-620, 832-1017, 1019-1029		4,500
93-277, 621-831		3,800
1018		3,200

SETBACKS

The following two sections of the Summerhouse Covenants specifically define the requirement of NOT encroaching upon or exceeding any established setbacks:

Article I Section 1:

(o) "Setback" shall mean an area along the boundary of a Lot where no building or other structures, including, without limitation, swimming pools, fences, patios or decks, shall be permitted, without the express written permission of the Declarant. After the Declarant has sold its last Lot in the Subdivision, this permission shall be given by the Association, by and through its Board.

Article II Section 2

Section 2. Encroachment over Setbacks. No building or residence including porches, swimming pools, or projections of any kind shall be erected so as to extend over or across any of the Setbacks as hereinafter established except as herein set forth; provided, however, that roof overhangs may extend over or across Setbacks by up to one (1) foot.

Setbacks are set forth in the recorded plat, deed restrictions, governmental regulations, and the following table. All lots abutting property outside of the Summerhouse subdivision are required to comply with the minimum setback requirements for the zoning district in accordance with the Recorded Summerhouse Plat, which are as follows:

Position	Distance
Front Yard Setback:	15’ from the property line
Side Yard Setback:	20’ from property line on side abutting non-Summerhouse property
	15’ when approved by Onslow County/Holly Ridge Zoning Officials
Side Yard Setback:	5’ from the property line on side abutting Summerhouse property
Rear Setback:	20’ from the property line

WETLANDS REGULATIONS TABLE

A portion of the following lots meet the requirements for designation as a wetland, stream, or protected stream buffer. Any subsequent fill or alteration of this area shall conform to the requirements of the state rules adopted by the State of North Carolina in force at the time of the proposed alteration.

Homesite Wetland Impact Areas								
12	13	61-73	75-79	85-87	89	93-94	98-99	101-103
105-113	115-121	123-130	133-144	147-148	153-223	250-252	259-262	384-388
404-405	482-485	499	502	515-520	524-535	537	538	621-651
655-658	661-680	684-710	716-717	721-738	741-769	812-821	842	850-864
868-872	875-876	880-881	882-889	926-929	934-950	964	977-979	988-991
999-1029								

BUFFER REGULATIONS TABLE

Any structure located on the following lots and located within the 75' buffer located off the MEAN HIGH-WATER LINE are subject to the CAMA Minor Permit Program.

CAMA Requirements			
185	186	187	204
205	206	674	675

MINIMUM HSF TABLE

Homes constructed on the following lots shall have a minimum of 2,000 SF of enclosed heated living area (exclusive of porches, decks and garages and other unheated spaces)

Minimum Heated SF Exceptions		
167, 168	173	189-194
199, 200	208	671
673, 674	676-678	697
832-1029		

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