

## **B. STYLE**

Although not restricted to any single architectural style, development is expected to be sensitive to CCNC's setting. Construction should preserve and be harmonious with the beauty and privacy of the golf courses and other grounds.

## **C. DESIGN CONSIDERATION**

The ARC is mainly concerned with the exterior design of the home. However, floor plans are crucial to the review process to ensure that no attempt is being made to divide a home into two or more separate living quarters. While such bifurcation is not allowed it may be acceptable to provide for an "in-law apartment," a portion of the house under the same roof, with its own sleeping and kitchen facilities for use by a family member.

Exterior design evaluation involves the following elements:

1. **Site Utilization** - Relationship of new construction to existing natural and man-made features; views from and to the home; effect on the street, access to common areas, drainage features, neighbors, drives and parking. The impact of noise associated with activities of daily life impacting neighbors and the surrounding environment should guide placement and use of facilities on the site.
2. **Aesthetics** - Overall design quality of building elements as they relate to one another and the whole as it relates to adjacent development, considering form, function, scale, color and texture. Emphasis is placed on the design of all sides of the house and exterior points of interest.
3. **Massing** - Relationship of each structure's elements to one another.
4. **Fenestration** - Relationship of exterior openings (doors, windows, vents, skylights, etc.) to each other and to the solid portions of the house; compatibility with the overall design and fenestration detailing.
5. **Roofscape** - Proportion and appearance in relation to the body of the house; color and texture; pitch and slope, mechanical equipment, vent covers and stacks (must be painted to match roof); weight (cedar shakes, heavy earth-tone textured asphalt shingles or natural slate are appropriate).
6. **Chimneys** - Proportion and balance with the rest of the house. Unshrouded chimneys are not permitted.

## **D. EXTERIOR MATERIAL AND COLORS**

Exterior material and color selection are two of the most important architectural criteria. Repetition of just a few materials and colors generally makes for a stronger, more cohesive home design in our setting. Colors and shapes that are inappropriate and dominating are not allowed. Use of appropriate building materials to help provide structures compatible with the community style and appearance plays an integral role in accomplishing this goal. Roofing materials, exterior siding, and paint colors are all subject to the ARC's review process and should conform to CCNC's development philosophy and be harmonious with the natural setting.

External materials are considered as follows:

1. **Exterior Walls** - Natural stained wood, Hardiplank, brick and stone materials are encouraged. Strong contrasts between siding and trim colors are discouraged, as is using bright colors. Split-block, stucco, cement-based and other manufactured sidings will be considered on an individual basis. Unfinished block-work or concrete foundation materials are prohibited. Vinyl may be approved by the ARC in rare instances, especially those dealing with renovations on older homes.
2. **Windows** - CCNC affords great view opportunities of golf courses, lakes and the surrounding majestic pine forests. The use of clear or lightly tinted glass windows, doors, and skylights is encouraged.
3. **Roofing** - A wide range of roofing materials is generally acceptable, including wood shingles and shakes, laminated asphalt/fiberglass shingles, and natural slate. Simulated wood shingles or shakes, artificial slate, cement-based shingles, and metal, concrete and clay roofing will be considered on an individual basis.
4. **Gutters and Trim** - Trim shall match or contrast and blend with exterior siding colors. Gutters and downspouts shall blend with trim and siding colors.
5. **Repainting** - Homeowners must request approval when repainting becomes necessary, even if the same colors are to be used.

#### **E. DRIVES**

All drives or driveways must be carefully located for practicality and appearance and meet the road at a safe angle. They must be graded or trapped so that there is no runoff from the driveway onto the road. Approved driveway materials include asphalt, concrete, pavers, and crushed stone. Driveways that are not hard surface must have transition zones or aprons at the roadway junction. Aprons must be hard surface (asphalt, concrete, pavers, etc.) and must extend no less than 8 ft. from the road edge. At the road, the apron must widen, allowing ease of turning in and out of the driveway. Appropriate measures should be taken to provide for water drainage across or beneath the apron. Some roads have side swales for drainage reasons, which means that drives require culverts under them where they cross the swale. Culverts may be drainage pipe and should be appropriately sized to handle the expected flow. Pipes shall have tapered end sections with minimal exposure or stone headwalls. Culvert pipes shall be bought and installed at the Owner's expense.

#### **F. VEHICLE STORAGE**

A minimum 2-vehicle garage is a required part of a single-family home at CCNC. The garage must utilize a design that complements or matches the house. Whether the storage facility is joined to the house, semi-detached, or separate depends on access, circulation, and site preservation considerations. Designs for vehicle storage are to be submitted for review at the same time as the design for the house. Front load garages are discouraged. Finally, under no circumstance may a garage be built for temporary lodging prior to or during construction of the house. When an existing garage is to be converted to additional living space, a new garage must be constructed on the property to replace it.

### **G. BUILDING SETBACKS AND RIGHT OF WAY**

All single-family lots have setback lines on every side and no structure, other than a fence, may encroach on those setbacks. Any exception requires ARC approval. Setbacks may vary from lot to lot and the recorded plats for the lot should be consulted. In most cases, setbacks must be at least 50ft. from any roadway in the front, 25ft. from the property line on the sides, 50ft. from the rear boundary or the water line of any lake, and 75ft. from the property line of the golf course. Variance from these is acceptable if approved by the ARC and The Village of Pinehurst. Topographic changes must also be approved. Fences have their own setback requirements and are addressed in Section H.

The Club property extends on both sides of the road approximately 30 ft. from the middle of the road, which provides a right-of-way 60 ft. wide. Installation and maintenance of man-made structures such as pillars, entrance gates, etc., irrigation systems and the removal of shrubs or trees for aesthetic purposes on a right of way are the responsibility of the homeowners. CCNC does not assume responsibility for damages resulting from routine maintenance or major repair work on the rights-of-way. Removal of shrubs and trees for safety reasons is the responsibility of the Club.

### **H. FENCES**

Chain link fences are prohibited. Other more decorative fence styles are permitted but must be approved by the ARC prior to installation, regardless of location on the lot. Fences may not exceed four feet in height. All proposals submitted for fences must include a full site (lot) map to include the building envelope and setbacks showing the proposed fence in relation to them in the drawing. Acceptable fence materials include wood or split rail (with or without green or brown coated wire installed to the inner side), wrought iron, and brushed aluminum. Solid wood privacy fences will not be approved. The ARC may request plantings be placed along a fence to provide a more natural appearance to the landscape. Invisible pet fences are permitted. The trench for the wire must be 20 ft. or more from the roadside so as not to be on Club property, and 50 ft. from the golf course property line. An increased setback for invisible fences from the golf course may be required by the committee because of individual circumstances. Training flags for invisible fences should be removed whenever training is completed but no later than 90 days after installation.

In general, for reasons of both playability and visual appeal, fences are not allowed on areas adjacent to the golf courses. If a swimming pool is approved, whether or not a fence around the pool is required by law, mature landscape planting must be installed to screen the pool and/or fence; see Section Q, Swimming Pools, for the requirements in that case.

In the event a fence is allowed, it must be at least 50 feet from the golf course property line. A feature of the CCNC golf courses is that there are virtually no out-of-bounds areas and a player is able to retrieve his or her golf ball if it goes into a resident's yard. If a fence is allowed, a convenient gate must be installed to allow the golfer to retrieve his or her golf ball.

## **I. OTHER STRUCTURES / OUTBUILDINGS/ RECREATIONAL EQUIPMENT/ TEMPORARY HOLIDAY DISPLAYS AND DECORATIONS**

Other than stating that no detached structures are allowed except for a garage on the five acre lots, the existing covenants for CCNC contain no reference to pool houses, children's playhouses, recreational sports and playground equipment, gazebos, workshops, storage buildings and similar structures. Technically that covenant is still applicable. There are, however, specific rules pertaining to these structures allowing considerable individualization depending on lot size, configuration and location. ARC will review the design for these structures on an individual basis, taking into account the size of the structure, lot configuration, proximity to the golf course and/or neighbors, etc. ARC approval must be obtained before proceeding with any construction. We strongly recommend the applicant submit preliminary plans in advance so features that prevent approval can be changed before final and costly architectural plans are completed.

Outbuildings should be less than 1000 square feet with no amenities or rooms that would allow the structures to be used as separate and independent living areas. These structures regardless of size must have architecture that is similar or identical to the main dwelling and not be obtrusive. Landscaping should be adequate and appropriate.

Detached structures (garages, pool houses, entertainment centers or the like) on larger lots may be one story with a second story loft within the roofline and must comply with the setbacks and covenants. Both must be approved by the ARC. Detached structures, whether on smaller or five-acre lots, cannot be placed in a remote location but must be within reasonable proximity to the main structure and must comply with setbacks. As mentioned previously, detached structures cannot have amenities and rooms designed specifically to allow them to be used as separate and independent living area. Garages connected by permanent breezeways or covered trellises, arbors, etc., are treated as part of the primary dwelling and may have more than one story with ARC approval.

Temporary holiday displays and decorations are permitted, but must conform to approved guidelines, which are posted on the ARC page on the CCNC website.

## **J. CLEARING AND LANDSCAPING**

Clearing of trees on any property for any reason, including new construction and renovation, is prohibited unless ARC approval has been obtained. The owner/contractor shall submit a Tree Identification Plan along with the site and/or landscaping plans are submitted. The Tree Identification Plan must include the following:

1. Identification of all magnolia, dogwood and holly trees measuring 3 or more inches in diameter, and all pine trees measuring 8 or more inches in diameter (all measurements at 3 feet above grade);
2. Each tree on the Tree Identification Plan must be marked with colored pens/markers as follows:
  - a. *Red = trees that will remain and not be removed.*
  - b. *Green = trees that will be removed.*
3. All trees that are not identified to be removed must be physically identified with red tape or ribbon.
4. Replacement trees (including the type) should be included. Removal of some trees is more likely to be approved, if replacement trees are planned.

**No trees may be removed from the site until the owner has been notified of ARC approval. If any trees marked in Red are removed from the site, the owner is subject to fees and/or disciplinary action by the CCNC Board.**

If there is any question, the ARC should be contacted. This rule applies not only to new landscaping, but also to modification of existing landscaping and unimproved lots. Impact on soil erosion should always be considered when removing trees. Any trees that provide screening from unsightly fences, buildings, or other structures must be approved before removal and if approved will need replacement with other appropriate vegetation (i.e. wax myrtle, holly, Magnolias, other appropriate "evergreens," etc). Builders and owners should also be aware of restrictions concerning trees that have woodpecker cavities. These are designated by the familiar tags placed on the trees by The North Carolina Fish and Wildlife Commission, which monitors these trees and establishes and enforces the restrictions applicable to their treatment.

Where grading, construction, and access activities create unavoidable disturbance, landscape design must restore such areas to their former vegetative state. Newly introduced species of plants which complement the natural surroundings are acceptable only if arranged according to a coherent landscape plan. Under no circumstances will disturbed soil be allowed to remain exposed or eroding. All outdoor landscaping or decorations, including but not limited to statues, exotic plants, and artificial grass or rocks which can be seen from the road, golf course, or adjacent properties must harmonize in design, color, texture and size with the natural surroundings and architecture. Property owners are required to seek approval from the ARC before landscaping or displaying decorations. The ARC reserves the right to require additional screening around or the removal of such decorations that, in their sole judgment, do not harmonize with the natural surroundings. Where extensive landscaping is necessary or desired, owners are encouraged to consult a landscape architect. A landscape plan must be submitted as part of the review process for the project. Where landscaping or site preparation work requires the efforts of an engineer or engineering firm, all engineering reports or designs must be submitted to the ARC.

In all cases the landscaping must be installed as specified in the approved plan within 60 days of home construction completion or remodeling. Also, note that the Pinehurst Village requires certain minimal landscaping be in place before occupancy.

#### **K. LIGHTING**

Traditional light fixtures over house entry doors and garage doors are necessary and appropriate for safety. Porch lights and carriage lights along walks and exterior stairways are acceptable as well. Exterior lighting should be muted and tasteful. Bright, harsh lighting of any kind, tall yard lights, high-intensity security lights, or flood-lighting, are not permitted. Property owners are required to seek approval from the ARC prior to the installation of any type of outside lights.

#### **L. SPORTS FACILITIES AND PLAYGROUND EQUIPMENT**

Playground equipment such as swing sets and exercise equipment, basketball courts and goals, slides, trampolines, volleyball, badminton, pickleball, bocce, shuffleboard courts, other outdoor lawn games, etc., although generally approved, should be discretely positioned so as not to encroach on setbacks or be obtrusive to neighbors or golfers. They should be neutral and/or subdued in color and will require some vegetative screening. Consideration should be afforded to member neighbors who may be bothered by loud noises accompanying pool activities by observing reasonable hours of use and courteous restraint. Full size tennis courts, platform courts, stadiums and similar large facilities are generally discouraged. All such installations require ARC approval.

#### **M. FUEL TANKS**

Any storage (propane) tanks or similar devices that are above ground must be completely concealed from view by lattice work, vegetation or other landscaping. If this is not possible due to size, lot configuration or other factors, such tanks or devices must be buried. Care should be taken to not encroach upon setbacks unless approved by the ARC. All must comply with applicable Village of Pinehurst ordinances. The installer of the device should have current knowledge of these ordinances.

#### **N. SOLAR PANELS, SATELLITE DISHES, etc.**

Any installation of solar panels (energy source), satellite dishes, or similar devices on properties must receive approval by the ARC as to the location, color, etc. A satellite dish must be one meter or less in diameter. Property owners are asked to install satellite dishes as discreetly as possible preferably where they cannot be seen from the street or golf courses. Approval must be obtained before installation is begun. Any restrictions by The Village of Pinehurst will be applicable to this or any similar project at CCNC.

Solar panels should only be installed on roof surfaces that do not face the street or the golf course. Panels must be arranged in a symmetrical, contiguous configuration on each surface. Every effort must be made to select solar panels that blend in with the roof or other surfaces; highly reflective or contrasting colors should be avoided. Cabling, inverters and other ancillary elements of the installation must blend in with the exterior of the house or be hidden. The system must be maintained so as to minimize any adverse appearance impact and if it becomes unattractive or obsolete must be removed by the homeowner.

#### **O. SIGNS**

No signs of any kind shall be erected on a home site, with two exceptions:

- 1) One sign may be erected during the construction, or modification, of a home to display the contractor's name, provided the sign is removed when the occupancy permit is issued. This sign may also include the names of the architect and the owner. Signs should not exceed two feet by two feet, be free standing, parallel to the road and placed outside the right of way. A building permit issued by the Village of Pinehurst is also allowed.
- 2) A small sign, which may be obtained from the CCNC Membership office, may be attached to the mailbox post, indicating that the property is offered for sale. No other sign for this purpose is allowed.

The ARC reserves the right to restrict the size, color and lettering for all such signs and placement of such signs. The only other signs permitted on the properties are those approved and installed by CCNC. Signs should be removed within thirty days following the completion of construction.

## P. MAILBOXES

All mailboxes, posts, and house numbers must be obtained from and installed by CCNC or its designee at the Owner's expense. No changes shall be made to its design or color. When necessary, replacement or repair of all or portions of mailboxes will be made by CCNC at the Owner's expense. Newspaper tubes are not allowed.

## Q. SWIMMING POOLS

On appropriate lots at CCNC, in-ground swimming pools may be approved; above-ground pools are not allowed. Swimming pools should be landscaped and screened as much as possible for privacy from golf courses, roadways, and neighbors. According to Pinehurst ordinances, pools must have fence enclosures conforming to specific requirements as to height, size of fence interstices, location of gate locks, and other safety restrictions.

CCNC's golf courses were designed to be visually appealing, offer excellent playability, and do not have out-of-bounds areas. CCNC is committed to maintaining these qualities. On lots that abut a golf course, pools and their associated fencing often present a problem. Pools and their fences may detract from the visual appeal of a golf hole. Also, it is undesirable for a fence to be located where a golf ball could end up inside the fence.

Accordingly, installation of a pool on a golf-course lot will be considered only when it is determined that the pool and its fence will not detract from the visual appeal of the course and will not affect playability. If the ARC concludes that a pool would meet those requirements, it would need approval of the CCNC Golf Committee and the CCNC Executive Committee. Whether a pool would work on a particular golf course lot would depend greatly on the parameters of the individual lot in relation to the course. For example, a lot that is located behind a tee box is more likely to be suitable for a pool than one adjacent to a fairway or a green.

For purposes of meeting the above requirements, it is likely to improve the outcome if the pool is sited directly adjacent to the house and the required fence only encloses the pool and a reasonable deck around the pool (as opposed to fencing a larger portion of the yard). Also, as discussed in the fencing section, mature landscape planting must be installed to screen fences. Setback requirements specified in Section H will apply.

## R. IRRIGATION SYSTEMS

The Club is bound by and will follow all federal and state regulations governing the impoundment and usage of water resources. Installing a new system for purposes of irrigation whether from a well, pond or lake will require prior ARC approval. If and when the irrigation system is installed, regardless of the source of water, it must have a rain sensor which will insure the irrigation system is shut off during periods of rain, thereby avoiding unnecessary water usage. It should be emphasized that a rain sensor is required on any new irrigation system even though serving an older home. Please refer to the Club's water usage policy adopted by the Board of Directors on June 11, 2008, for more detailed information.

The Village of Pinehurst has certain areas where wells are not allowed. Their restriction is currently understood to apply to certain lots on the west end of Cherry Hill Drive. It is the responsibility of the property owner to fully understand the current Village rules.

### **S. EROSION CONTROL**

New construction, renovation, and landscaping projects must consider drainage and soil erosion problems, especially those that might impact adjacent property. If the property happens to abut any portion of the golf courses, the proposed topographic changes should be coordinated with the Director of Golf and the golf course superintendent. Damage to neighboring properties by failure to manage drainage and/or soil erosion problems must be corrected. Depending on circumstances, cost of corrective measures may be the responsibility of the owner of the new construction. The Club is not responsible for the cost of correcting water damage on member's property unless it is the direct result of changes in surface topography made by CCNC.

### **T. DEMOLITION**

An application must be completed and approved by the ARC before proceeding with any demolition project. The application provided should indicate when the demolition will begin and how long it will take. Plans should be submitted and construction should commence within a reasonable time after demolition is complete. If the construction is to begin 180 days or more after the completion of the demolition project, the owner shall take appropriate steps to restore the natural setting of the lot.

### **U. STORAGE UNITS/PODS**

The use of so-called "pods" or units for storage purposes during construction or renovation is permissible as long as prior approval is obtained from the ARC. As soon as the project is completed the pod must be removed. Pods may not be used longer than ninety days unless permission is granted by the ARC. They may not be used on a permanent basis. A pod should be placed on the property, so it is as inconspicuous as possible.

## **VI. CODES**

All construction must comply with any and all state and/or local building codes, including but not limited to; fire codes, electric codes, and plumbing codes. Compliance is the responsibility of the Owner/Builder and they shall be responsible for obtaining permits and approvals. ARC approval and inspections are separate and independent of the inspections from Village authorities.

## **VII. ROYAL DORNOCH VILLAS**

The Villas have guidelines that differ in some respects from those of other CCNC lots.

In keeping with the smaller lots, setbacks are reduced: front, 30 feet; rear, 20 feet; side, 10 feet (Pinehurst Village specifies 15 feet). Roof peak may not exceed 26 ft. above front threshold. Steep or unusual rooflines are prohibited. Total heated area must be at least 1600 square feet.

The following exterior siding materials are not permitted: asphalt, asbestos or wood shingle siding, exposed concrete block larger than a brick. Boundary line fences, piers or boat houses are not allowed.

### VIII. EAST LAKE

In general, all of the previously listed guidelines apply to the new construction in the 125-acre area, which is also known as The East Lake section of CCNC. The East Lake Section has restrictive covenants and architectural guidelines governing construction projects. The appearance and architecture must be harmonious with established CCNC standards. Exceptions to the current guidelines will be allowed for the Cluster or "Lake Front" homes and not the individual East Lake lots. Due to the unique characteristics of the Cluster homes, some of the setbacks and rules for garages require deviations from our guidelines. Setbacks may at times be zero, if required by configuration or other extenuating circumstances and must be approved on an individual basis. Garages are not mandatory, but a minimum of 50% of individual units in each "pod" or "set" must have a garage unless otherwise approved by the ARC. That means if a "set" has a total of six homes at least three must have a garage, although every home may have a garage if the individual owners wish to do so. If a "set" has only a total of five homes at least three of these must have a garage. Garages may or may not be attached to the main building by a breezeway (open or closed), arbor, or pergola. The sites of the homes having or not having garages will be partially determined by the Architect and the Developer with approval of the ARC. Garages that abut one another on adjacent lots may have a common wall only if there is not another viable option. Garages are restricted in size to two cars only. Those homes not having a garage will have a designated parking area which will be approved by the ARC. Random parking other than in these areas is to be discouraged. A porte-cochere that meets specific architectural and color standards is acceptable. It may under special circumstances substitute for a garage. There are instances when visually a garage might produce "excessive structural density," where an approved porte-cochere complements the overall landscape and density of the Lake Home Neighborhood. The design must be such that it is in harmony with the remainder of the home and the neighborhood. Each porte-cochere shall include a combination of architectural and landscape elements such as lattice detail, wrapping corner detail, plant material screening, decorative vines, etc. These elements will be reviewed by the ARC for approval on an individual basis. Standard or conventional carports are not acceptable.

### IX. ARCHITECTURAL REVIEW PROCESS

Architectural control and design review for CCNC is handled by the ARC. Designs for all new construction and renovations to existing homes must be approved by the ARC prior to any clearing or site preparation. All approvals must be in writing. Subsequent alterations or additions which change the exterior appearance of a house must also be approved by the ARC before work commences. If plans for construction change or are modified during the construction installation, any changes to the exterior appearance of the house must be submitted to and approved by the ARC prior to implementation. *Failure to abide by appropriate approval processes may result in club security staff prohibiting construction personnel from entering for unapproved work.*

In the event that a decision of the ARC is unacceptable to the property owner, the owner may appeal the matter to the Executive Committee of the CCNC Board of Directors.

**Applications - Only completed applications will be reviewed.** – See Appendix D for a copy of the Application.

## **A. PRELIMINARY APPLICATION**

Prior to the preparation of construction drawings, it is recommended (not required) that the Owner or architect submit a Preliminary Plan. This will allow conceptual ideas to be communicated and should simplify the review process. This preliminary application should include:

### **Preliminary Floor Plan and Exterior Elevation Requirements – (two copies)**

1. Preliminary floor plan schematically indicating rooms, arrangements, and square footage on each level.
2. All (4) preliminary elevations schematically indicating exterior style, materials, accurate finish grades and roof ridge height above main level finished floor elevation.

### **Site Plan Requirements checklist– (two copies)**

1. Professionally drawn topography survey by a registered surveyor, specifying Owner's name, lot number and street name. They must also show the following:
  - a. Property lines, easements and building setback lines.
  - b. House location.
  - c. Existing pine and deciduous trees over 8" diameter (specifying size and species), dogwoods, magnolias and holly trees over 3". This should be done for the entire property. The ARC Representative must approve all removals on site before any removals take place.
  - d. Finished floor elevations.
  - e. All site improvements and accessories (e.g., walks, driveway, parking, etc.), and specifying their proposed materials.
  - f. Layout dimensions and elevations of driveway width, width of sidewalks and parking.
  - g. Erosion control measures (e.g., silt fence locations, etc.)
  - h. Drainage structures and surface water drainage management, including points of discharge. Under no circumstances may the natural flow of water be artificially concentrated to create erosion or additional flow on adjoining property, golf course etc.
  - i. Culvert location and headwall material.
  - j. Identify septic or sewer tap location

## **B. FINAL APPLICATION**

A Final Applications will be reviewed when it substantially satisfies the checklist requirements. The Owner or the Owner's representative should make the final application in person. The Final Application Submittal Checklist will be reviewed at that time. A copy of the application to the Pinehurst Village for a building permit should accompany these documents. The name, address, and phone number of the general contractor/builder must accompany these documents. Validation of the builder and/or general contractor's license is provided by The Village of Pinehurst prior to issuing a permit.

**General Requirements:**

Completed Final Application Forms shall be submitted with:

1. Two sets of construction plans and specifications. Each drawing sheet shall be identified by lot number, owner's name, street address, architect or designer, and date.
2. Names, brands, descriptions, and/or samples of proposed exterior material. Samples are required for: roofing, siding, (12" in minimum length with color applied), and paint chips of any exterior color, i.e., siding - trim - doors - foundation.  
These samples should be on 8x11 pasteboards for filing purposes.
3. A digital copy of the plans should also be provided.

Any changes to plans must be submitted for approval.

**Building Plan Requirements:**

1. Floor plans of all levels, with calculated square footages indicated.
2. Exterior elevations of all sides accurately depicting heights measurements, grades and the exterior materials.
3. Method of screening utility connections, exterior HVAC equipment

**Site Plan Requirements:** See "Site Plan Requirements" in the previous section.

**Landscape Plan Requirements:**

**Note:** Landscape plans and any supporting engineering report may be submitted after construction has begun, but no later than 90 days prior to completion of the residence. For new construction or where changes to the topography are proposed, the landscape plan, which must be approved by the ARC, must include a certification from an engineer or landscape architect that the plan does not direct and/or divert the natural flow of water from the subject lot onto adjacent properties, streets, or golf course.

1. Professionally drawn plan, specifying owner's name, lot number and street name. They must also show the following:
  - a. Property lines, easements and setbacks.
  - b. House location.
  - c. Existing pine and deciduous trees over 8" diameter (specifying size and species), dogwoods, magnolias and holly trees over 3" to be removed.
  - d. All site improvements and accessories (e.g., walks, driveway, parking, lighting, etc.).
  - e. Location, size, quantity and species of all proposed plant materials.
  - f. All lawn areas, plant beds, and areas to remain natural.

### **C. FEES**

An application fee shall be paid to CCNC at the time of Preliminary Application. No additional fees are required for re-submissions due to revisions requested by the ARC. A Contractor's Performance Bond and a Compliance Deposit (paid by the owner) are due with the final application. All compliance deposits are refundable upon satisfactory completion of the home and landscape. A schedule of all applicable fees is included in *Appendix A*.

### **D. COMMITTEE RESPONSE / APPROVAL TO COMMENCE CONSTRUCTION**

At the Preliminary Application submittal, the ARC shall either:

1. Accept a design in principle in writing.
2. Offer suggestions for further study that will help resolve any design problems.
3. Reject the plan.

After permission is granted to proceed to the Final Application, the ARC will subsequently review only details, colors, samples, or any departures from the Preliminary plans.

**Note 1:** Inaction on the part of ARC may not be construed as approval.

**Note 2:** Some homes were built in CCNC prior to the existence of the current Architectural Design Guidelines and the subsequent ARC policies. Therefore, some of these homes, in part, or in total, do not conform to these guidelines and policies. Any non-conformance of previously built homes does not constitute a precedent or grounds for non-conformance in present-day applications to the ARC.

When the final submittal has been approved, the compliance deposits have been received, and the Agreement to Comply (*see Appendix C*) has been signed, the ARC will issue written permission to proceed with staking. An inspection of the field staking (clearing limits marked, trees to be removed tagged, house location staked), by at least one member of the ARC, will verify that the layout is according to plan and, if applicable, the applicant will receive immediate written permission to commence clearing and grading.

### **E. COMPLETION DEADLINE**

Construction should be completed within 18 months of the actual commencement of construction. Construction of secondary buildings, such as garages, should be completed with 12 months. The property owner must assure the ARC that construction will proceed continuously and diligently without unnecessary delays. If construction is not completed within the applicable time limitation, the owner may be subject to enforcement action by the CCNC Board of Directors. If completion is not possible, the owner may appeal to the ARC for an extension. If an exemption is granted, the ARC may require appropriate assurances the construction will be completed within the additional time. The CCNC Board of Directors reserves the right to impose sanctions including, but not limited to, fines for failure to complete construction within the 18-month period.

## **F. SITE REGULATIONS**

Construction of the residence must begin within 180 days after the committee's approval or 90 days after the issuance of the building permit, whichever is earlier. Clearing shall not begin earlier than 30 days prior to the commencement of construction. Erosion control measures must be installed immediately after any clearing of vegetation. In order to prevent the transfer of dirt and mud from the construction site onto the streets of CCNC, a temporary crushed #2 aggregate stone construction entrance, a minimum of 15' wide x 15' long by 6" deep must be installed at the proposed driveway entrance prior to construction. Failure to maintain this entrance in a manner that keeps the streets reasonably clean may result in fines. Approved landscaping must be in place within 60 days of completion of construction of the building. Also, note that the Pinehurst Village requires certain minimal landscaping be in place before occupancy.

## **G. PERIODIC INSPECTIONS DURING CONSTRUCTION**

After construction has commenced, the ARC or its designated representative will conduct periodic unscheduled inspections of the work to ensure that there is compliance with the approved plans. These inspections will verify that erosion control measures such as silt fences are in place and working, building material waste, debris and litter are contained in an approved dumpster. Inspections will also check for the presence of a portable toilet, the provision of off-street parking for workers' vehicles, and evidence of open fires. Finally, the inspection will include a check for general compliance to the plans and adherence to the remainder of the Rules of Conduct for Contractors and Service Personnel working in CCNC.

## **H. RETURN OF THE COMPLIANCE DEPOSIT**

After receiving the Certificate of Occupancy (CO) from the Village of Pinehurst, 100% completion of the site work and landscaping, the owner will notify the ARC of this status and formally request a compliance inspection seeking return of the compliance deposit. The following items will be inspected at that time:

- Landscape and driveway completed per plan;
- House design and colors per plan;
- Proper drainage;
- Roof vents and chimney caps painted;
- Restoration of roadsides and other adjacent areas damaged by construction activity; and
- Construction debris removed and any damage to adjacent properties.

Pursuant to recommendations by the ARC and the CCNC Board of Directors a monetary penalty system can be used for recalcitrant non-compliant member-owners of any property in question. They will be responsible for payment of the fine. Repeated disregard for the rules clearly described in the Design Guidelines will trigger the penalty system. Most importantly, fines should rarely if ever be necessary. The amount of the fine will be commensurate with the nature and degree of the infraction and will range between \$100 and \$250 for the first offense and then would be appropriately increased as warranted. The Board will make every effort to avoid assessing fines of any amount.

If there have been no fines, penalties, or necessary work performed using fund monies during construction and if the final inspection is acceptable, then the compliance deposits will be returned to the owner and the contractor within 15 days.

**Appendix A**

**FEE SCHEDULE**

- Application/Road Impact Fee – Nonrefundable \$2,000.00\*
- Contractors' Performance Bond – Refundable \$2,000.00
- Homeowner Compliance Deposit – Refundable \$2,000.00

\*The application/road impact fee may either be paid by check or the charge may be posted to the homeowner's account.

## Appendix B

### General Contractor's Rules of Conduct

1. Prior to construction, the Village of Pinehurst building permit must be posted on the building lot. Before construction of any new building, addition, or alteration of any existing building, plans must be submitted to the Club office for approval by the Architectural Review Committee (ARC). A CCNC Building Application must be completed and accompany a set of plans before approval to proceed can be given. If this Building Application has not been approved the contractors cannot begin construction. In order to enforce this rule, the contractors may be prohibited from entering CCNC until approval is given. As mentioned previously validation of the builder and/or general contractor's license is provided by The Village of Pinehurst.
2. At the recommendation of the ARC and the CCNC Board of Directors the rule applicable to signs posted on any member's lot designating a new home or renovation in progress does necessitate the use of a "generic" sign or if preferred no sign at all. If other signs are used the ARC will have our Security Department notify the General Contractor to have it removed. The "generic sign" has been designed and approved by CCNC and is uniform in size, color and configuration and will have the construction company's name, phone number and the lot number of the property. Only one of these signs per lot is allowed. No other sign except the one signifying the general contractor may be used and can be placed after approval of the Building Application; issuance of a building permit and shortly before grading is begun. It must be placed at least 20 feet from the road edge and should be removed shortly after the Certificate of Occupancy is issued. Sandhills Sign Company located in the Industrial Park on south Highway #5 will have a supply of signs and once the building application is approved the appropriate sign may be purchased at a current cost of \$36.00. The sign may be reused on other job sites at CCNC by simply having Sandhills Sign change the lot number for a nominal fee. If there is a question regarding this guideline, please ask our committee.
3. No noisy construction activity is allowed prior to 7 am or after 8 pm Monday through Saturday. No building activity is allowed on Sundays and/or National Holidays, unless authorized by the General Manager. Consideration should be afforded to member neighbors who may be bothered by loud noises accompanying construction activities by observing reasonable hours of use and courteous restraint.
4. Pets of any sort belonging to a construction worker may not be brought to the building site.
5. Once building has started, an appropriately placed trash container, such as a dumpster, must be on the site. When dumpsters are no longer needed or used they should be removed from the property. Every effort should be made to keep the area neat and organized. Trailers used for carrying construction material or equipment may be left on the property but should be located as inconspicuously as possible. If construction activity ceases for an extended period the trailers should be removed from the property, especially on high profile lots. Once construction resumes they can be returned. In short, the trailers should not be stored on the property when not in use. Portable toilets should be concealed as much as possible and placed at least 30 ft. or more from the roadside. When the construction phase has begun the toilet should be moved near the construction site to provide easy accessibility. They should be screened by vegetation, lattice work or similar material and the entry directed appropriately. Toilets and dumpsters should be removed within three days after the issuance of the certificate of occupancy.
6. Neighboring property is not part of the construction site and should be treated accordingly. Vehicles, material storage, earth re-contouring, etc., should not impose on neighboring lots.

7. Workers should be instructed to go directly to and from the construction site.
8. No parking or unloading materials is permitted on the road or the right-of-way, unless no other option is at hand. Select a secondary road for unloading, if available. As long as parking areas on the property are available, use of any roadside is prohibited.
9. Debris on the road from construction traffic or heavy rain wash must be removed daily by the contractor. Significant damage to the right-of-way (20ft.) fronting the property should be repaired as needed.
- 10 Workers must be appropriately attired.
11. Speed limits within the Club are strictly enforced. Speed limit signs are conspicuous and widely distributed, and compliance is imperative. Substantial penalties for disobedience may include loss of CCNC driving privileges or even banishment from the grounds.
12. The general contractor or site foreman shall submit to the Club gate officer the following:
  - a. A list of sub-contractors and their employees needed to complete construction. This must be submitted before the subs can begin work.
  - b. The approximate date sub-contractors are to start their jobs.
  - c. Notice when a sub-contractor has completed the work.
  - d. Immediate notice that a worker has quit or been fired.
13. Workers must sign in daily at the gate house providing name, employer, lot number, and vehicle license plate number. If their employer (sub-contractor) is on the gatehouse list, they will be allowed to enter, and the gate officer will verify everything by checking with the sub or site foreman as soon as possible.
14. The gate will keep a file for each construction site containing pertinent information with appropriate updating whenever changes are made.
15. Cooperation is required to facilitate the work progress without compromising adequate security for CCNC.
16. If any worker damages CCNC property or a member's property, CCNC will bill the contractor for the cost of repairing or replacing the property.

**Note: The Property Owner is responsible for the conduct of the General Contractor and the General contractor is responsible for the conduct of all subcontractors.**

Pursuant to recommendations by the ARC and the CCNC Board of Directors a monetary penalty system can be used for recalcitrant non-compliant member-owners of any property in question. They will be responsible for payment of the fine. Repeated disregard for the rules clearly described in The Design Guidelines will trigger the penalty system. Most importantly fines would rarely if ever be necessary. The amount of the fine will be commensurate with the nature and degree of the infraction and will range between \$100 and \$250 for the first offense and then would be appropriately increased as warranted. The Board will make every effort to avoid assessing fines of any amount.

## Appendix C

### AGREEMENT TO COMPLY

The Owner, the Owner's authorized agent (if any) and the Contractor hereby certify that they have read and understand the CCNC Rules of Conduct for Contractors and Service Personnel ("Rules of Conduct") and the CCNC Design Guidelines ("Design Guidelines"). The Owner, the Owner's authorized agent and the Contractor agree to uphold and comply with the Rules of Conduct and the terms and conditions of the Design Guidelines. Along with the execution of this Agreement, the Owner shall submit a refundable Compliance Deposit ("Deposit") in the amount of Two Thousand Dollars (\$2,000) for a new home construction. The Contractor shall also submit a refundable Compliance Bond ("Bond") in the amount of Two Thousand Dollars (\$2,000) for each new house under contract at CCNC.

If the Owner, the Owner's authorized agent or the Contractor violates the terms and conditions of the Design Guidelines, the CCNC Architectural Review Committee (CCNC/ARC) has the right to suspend all work until the violation is corrected. If the violation is not corrected within ten (10) days of written notification to the Owner, the CCNC/ARC may use the Deposit to correct the violation; provided, however, that the ten (10) day notification period shall not apply if, in the opinion of the CCNC/ARC or the General Manager, the situation constitutes an emergency. Any costs to correct the violation that exceed the amount of the Deposit, shall be borne solely by the Owner. In the event that any portion of the Deposit is used by the CCNC to correct a violation, the Owner shall, immediately upon notification from the CCNC/ARC restore the Deposit to the original sum.

Upon completion of the house construction and installation of the landscaping, the Owner shall contact the CCNC/ARC to schedule a final inspection. Any item that fails inspection shall be corrected by the Owner within thirty (30) days of receiving the results of the inspection from CCNC/ARC. Any violation that is not corrected within that period may be corrected by CCNC/ARC, and the Owner shall be responsible for all costs incurred plus twenty percent (20%). If payment is not received by CCNC/ARC within ten (10) days of billing to the Owner, the Owner shall, in addition, pay interest at the rate of eighteen (18%) per annum on any outstanding balance.

Any violation of the CCNC/ARC Rules of Conduct for Contractors may result in fines to the Contractor and be deducted from the Bond. Should a violation and resulting fine occur and upon notification of such by CCNC/ARC to the Contractor, the Contractor shall provide funds to the CCNC/ARC in amount to restore the Bond to the original sum. Should the Contractor damage CCNC property (i.e., road, landscaping, and sod) or other resident(s)' property and not make repairs, funds from the Bond may be used to correct the damage, and the Contractor must replenish the original sum of the Bond upon notice by CCNC/ARC. Upon completion of contracted construction by the Contractor and a Certificate of Occupancy (CO) is received and a copy of the CO is supplied to the CCNC/ARC, any unused portion of the Contractor's Bond shall be refunded to the Contractor.

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Owner: (Print Name)	(Signature)	Date	Lot No.
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Contractor: (Print Name)	(Signature)	Date	Lot No.
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Owner's Agent: (Print Name)	(Signature)	Date	Lot No.
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**Please return the signed original of this page, along with the Permit Application & all fees as outlined in Appendix A, to the CCNC Club office for consideration.**

**Appendix D**

(Building Permit)

**The Country Club of North Carolina**

**Architectural Review Committee (ARC)**

**Permit Application for New Construction & Additions**

**Required for Submission & Consideration:**

- \_\_\_\_\_ Two Sets of House Plans
- \_\_\_\_\_ Two Sets of Topographic/Site Plans
- \_\_\_\_\_ Landscaping Preliminary (Final must be submitted and approved prior to C.O.)
- \_\_\_\_\_ One Digital Copy of the Above
- \_\_\_\_\_ Sample Card - Foam Backed - Providing Exterior Materials & Colors
- \_\_\_\_\_ Copy of Application for Permit with The Village of Pinehurst
- \_\_\_\_\_ \$2,000 Application Fee (Nonrefundable - will be posted on home owners account)
- \_\_\_\_\_ \$2,000 Check Made Payable to CCNC for Owner's Compliance Deposit (Refundable)
- \_\_\_\_\_ \$2,000 Check Made Payable to CCNC for Contractors Performance Bond (Refundable)

**Date Submitted:** \_\_\_\_\_ **Expected Start Date:** \_\_\_\_\_ **Length of Project:** \_\_\_\_\_  
 (Projects should be completed within 18 months)

**Site Lot Number:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Owner Information:** Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Contractor Information:** Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Landscaper Information:** Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Plans Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

**Describe Project:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## CCNC Permit Application for New Construction and Additions - Page 2

**Distance of Set Backs:** Front \_\_\_\_\_ Back \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_

Are there any known drainage problems on the lot: \_\_\_\_\_

**Sq. Footage:** Heated \_\_\_\_\_ Unheated \_\_\_\_\_ Total \_\_\_\_\_  
 (1st Floor \_\_\_\_\_ 2nd Floor \_\_\_\_\_ Lower Level \_\_\_\_\_ Garage \_\_\_\_\_ )  
(Minimum 2 car)

**Exterior Building Materials and Finishes:**

(Sample board should be submitted with all applicable exterior materials and colors)

	Material	Color
Foundation Veneer	_____	_____
Primary Exterior Veneer	_____	_____
Second Exterior Veneer	_____	_____
Third Exterior Veneer	_____	_____
Primary Trim Gable Vent(s)	_____	_____
Soffit	_____	_____
Columns	_____	_____
Fireplace Type(s) <small># of each type</small>	Wood _____ Vented Gas _____	Vent-less _____
Chimney Cap Material	_____	_____
Windows	_____	_____
Shutters	_____	_____
Front Door	_____	_____
Garage Door(s)	_____	_____
Deck/Patio Materials	_____	_____
Porch/Deck Railings	_____	_____
Roofing	_____	_____
Gutters & Downspouts	_____	_____
Driveway & Edging (if used)	_____	_____
Driveway Columns (if used)	_____	_____
Fencing (if used - provide photo)	_____	_____