

**WOODLAKE PROPERTY OWNERS
ASSOCIATION, INC.**

RULES AND REGULATIONS

July 2022

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**WOODLAKE PROPERTY OWNERS' ASSOCIATION, INC.
RULES AND REGULATIONS**

CHAPTER I

AUTHORITY AND DEFINITIONS

SECTION 1: AUTHORITY

These rules and regulations, together with the several different covenants of the various platted section of the Woodlake Community, the Woodlake Property Owners Association By-Laws, the Rules and Regulations of the Community Standards Committee, are designed to be used by the Woodlake Property Owners Association to ensure community tranquility and to define resident responsibility. These documents provide the basis for community governance and are in consonance with authority provided by the N.C. General Assembly General Statutes – Chapter 47F, N. C. Planned Community Act, and the Woodlake Property Owners Association Articles of Incorporation. The use of these documents does not preclude the prosecution in law or in equity of the violator of the covenants of Woodlake by a Woodlake Property Owner.

SECTION 2: DEFINITIONS

- A. **Community Standards Committee:** CSC, formerly the “Architectural Review Committee” shall be appointed by the Board and composed of five (5) fulltime resident Property Owners who are not members of the Board. This committee shall ensure the protection of land and property values through approval of new construction, reconstruction, improvement, maintenance, and landscaping on all Lots as shown in the Properties of Woodlake Country Club (formerly Lake Surf). Members appointed by the Board shall be for a period of three (3) years. Members can be removed by the Board with or without cause.

- B. **Adjudicatory Panel:** Shall be appointed by the Board and composed of three (3) fulltime resident Property Owners who are not members of the Board. This panel and the POA Board shall determine if any Property Owner should be fined or if privileges or services should be restricted or suspended pursuant to the powers granted to the Association for violations to the Association’s Rules and Regulations Members

appointed by the Board shall be for a period of three (3) years. Members can be removed by the Board with or without cause.

C. **Restore Woodlake Committee: TBD**

D. **Articles:** Articles of Incorporation: Dated April 20, 1979, creating the Woodlake Property Owners Association, Inc., and formerly known as the Lake Surf Property Owners Association.

E. **Association:** shall mean and refer to Woodlake Property Owners Association, Inc., A North Carolina non-profit corporation, its successors, and assigns.

F. **By-laws:** The By-Laws of the Woodlake Property Association.

G. **Common Areas:** Shall mean all real property owned by the Association for the common use and enjoyment of the Members. Common Areas shall include completed streets, roads, and bridges that have met the standards and specifics as prescribed by the Declarations, and July transferred to the Association by the Developer.

H. **Community:** That area defined by the 1990 Assignment from the Declarant to the POA. Specifically defined by Moore County as encompassing parcels in Neighborhood 502.

I. **Declarations:** Shall mean and refer collectively to the Declarations of Covenants, Assignments, Conditions and Restrictions and Declarations of Protective Covenants, as amended, applicable to the Properties recorded in the Office of the Register of Deeds for Moore County, North Carolina.

J. **Developer:** Atlantic National Capital, LLC, its successors and assigns.

K. **Guest:** A person whom a Property Owner has extended the use of his/her lot and/or privileges to which the Property Owner is entitled. This excludes access chips.

L. **Improvement:** A change or renovation made to any buildings, streets, roads, driveways, parking areas, fences, retaining and other walls, including bulkheads, poles, antennae, and any other structure of any type or kind.

M. **Lot:** Shall mean and refer to any numbered plot of land, with delineated boundary lines, including townhomes, appearing on any recorded subdivision map of the Properties with the exception of the Common Area but not small additions, easements or other appurtenant thereto.

- N. **Member:** Shall mean and refer to every person or entity that holds membership in the Association via being a Property Owner and provided privileges and/or services as cited in the North Carolina Planned Community Act and By-Laws.
- O. **N.C. Planned Community Act:** Shall mean and refer to the N.C. General Assembly General Statutes – Chapter 47F, documents that provide the basis for community governance.
- P. **Owner:** Shall mean and refer to the Property Owner of record (including the Developer), whether one or more persons or entities of the fee simple title to any Lot which is a part of the Properties and recorded in the Office of the Register of Deeds for Moore County, North Carolina, but excluding those having such interest merely as security for the performance of an obligation.
- Q. **Parcel:** A quantity of land identified for taxation purposes and assigned a unique numerical identification from Moore County.
- R. **Plat:** A surveyed scaled drawn map showing divisions of parcels. Plats are attached to section covenants (listed by cabinet draw and slide) and on file with Moore County Register of Deeds for the Woodlake Community (formerly Lake Surf).
- S. **POA Board:** Shall mean the Board of Directors of the Woodlake Property Owners Association (POA).
- T. **Tenants:** A person who has the right to occupy a living unit based on a written lease.

CHAPTER II

RULES AND REGULATIONS GOVERNING ENTRY TO WOODLAKE COUNTRY CLUB

SECTION 1: GENERAL

- A. Only members of the Association will be admitted to the Community without the prior approval of the appropriate Property Owner or an authorized representative of the Association.
- B. Guests entering the Community must show proper identification as required by the Association to the security guard as often as requested.

- C. All vehicles entering the Community shall have properly affixed registered access chips or at temporary pass in accordance with the policies and procedures established by the POA Board.
- D. All vehicles without properly affixed registered access chips must check in at the POA Security Visitor's gate.
- E. Vehicles towing boats and/or boat trailers, utility trailers, commercial vehicles, recreational vehicles, company vehicles greater than 4 tons, hobby vehicles must enter through the visitor side of the main gate. Tractor trailers/semi-trucks are allowed only for loading/unloading of the trailer.
- F. All vehicles must enter and exit the Community through the main entry gates only, except in an emergency when traffic may be re-routed as appropriate.
- G. Woodlake Property Owners and tenants with proof of lease, will receive two (2) at fifteen dollars per access chip. Additional access chips may be authorized at a fee. The access chips are to be tied to a vehicle and may only be used by Property Owners and tenants.

SECTION 2: GUESTS

- A. Admission: Guests will be allowed admission only if pre-certified by the Property Owner or an authorized representative of the Property Owner, or tenant. Such certification shall be provided to the Association from the Property Owner and shall state the term of the visit and the privileges to be granted. The Association may obtain confirmation from a Property Owner or tenant by a return call via telephone. Blanket certification will not be accepted by the Association, except in accordance with policies and procedures established by the POA Board.
- B. Gate Passes: Guests will be issued proper gate passes, which shall state the exact duration of the visit.
- C. Tenants occupying a home while the homeowner is not on the property must register/provide a copy of their lease or contract with the Association Office. Passes for guests and other visitors may be secured at the main gate upon entry for the first-time visitor.

SECTION 3: CONTRACTOR PERSONNEL

- A. Contractor personnel will be allowed admission in accordance with procedures established by the Board and/or CSC.
- B. All contractor personnel will be responsible for observing the POA Rules and Regulations, and POA CSC Guidelines
- C. Normal work hours for contractors will be 7:00 AM to 6:00 PM, Monday through Saturday. No work is permitted on Sunday. Contractors are not permitted to work on New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. Exceptions to this policy require prior approval from the Board and/or CSC.

CHAPTER III RULES AND REGULATIONS GOVERNING USE OF THE ROADS

SECTION 1: GENERAL

The motor vehicle laws of the State of North Carolina shall apply for Property Owners, tenants, visitors, contractors, vendors etc. as rules and regulations with respect to roads within the Community.

- A. The maximum safe speed on the roads within the Community shall not exceed twenty-five (25) miles per hour or such lower speed when indicated by appropriate markers.
- B. All vehicles shall be careful to remain on the right-hand side of the roads within the Community. Any vehicle being operated at an unsafe speed or on the wrong side of the road may be considered to be operating in a reckless manner. This applies to roadways and gates.
- C. No vehicle shall pass another vehicle when other vehicle is operated at a legal and safe speed.
- D. No long-term parking (72 hours or more) is permitted on the paved surface of any road in the Community. Temporary parking (less than 72 hours) will be permitted

for guests with the following restriction: Vehicles must park completely off the roadway.

- E. When vehicle loads may be determined by the POA Board and/or CSC to be damaging to the roads, trucks or trailers may be required to enter a designated gate or be escorted over routes deemed suitable.
- F. In the event of any vehicle accident, the Moore County Sheriff shall be notified immediately.
- G. All persons using the roads within Community do so at their own risk and are subject to the published rules and regulations and penalties levied for violations thereof. The Association will not be responsible for delays, breakdowns, or damage to personal property or personal injury or death occurring on said roads.
- H. Violations of an of the above rules and regulations may result in the operator being brought before the Adjudicatory Panel for alleged violations. If he/she is determined guilty of alleged violations, fines and/or suspension of community privileges may be levied as authorized by the POA By-Laws, Rules and Regulations and the NC Planned Community Act GS 47F by the POA Board.
- I. Basketball goals and other types of recreational equipment may not be placed on roadways or in locations that may result in an unsafe or unsightly condition. This requires preapproval by the CSC.

SECTION 2: OPERATION OF GOLF CARTS

General: Pursuant to the authority provided by (i) Section 47F-3-102(1) and 47F-3-102(6) of the N.C. General Statutes (N.C. Planned Community Act), and (ii) the Articles of Incorporation of the Woodlake Property Owners' Association, Inc., the operation and use of electric and gasoline powered golf carts will be upon and after the date of adoption hereof, governed pursuant to the rules and regulations of the Woodlake Property Owners' Association, Inc. as hereinafter set forth. All golf carts must be registered at the POA Office prior to use withing the Community.

- A. Operators of golf carts must have a valid driver's license or learner's permit.
- B. Only the number of people the golf cart is designed to seat may ride on a golf cart, and, therefore, passengers shall not be carried on the part of the golf cart designed to carry golf bags.

- C. No golf cart may be operated at a speed greater than is reasonable and prudent for the existing conditions.
- D. No golf cart may be operated in a careless or reckless manner or in any manner that endangers the safety of (i) the operator or others.
- E. Golf carts may be operated only during daylight hours, with the exception of golf carts meeting the requirements set forth below:
- Two lighted lamps, one on each side of the front of the golf cart, or
 - A front mounted halogen light bar specifically designed for cart use, visible under normal conditions
 - Two red lamps on the rear, one on each side, exhibiting a red light visible under like conditions
- F. Golf carts shall not be operated on or across any public or private properties except the streets.
- G. All persons who operate or ride upon golf carts on the Streets do so at their own risk and peril and must be observant of, and attentive to, the safety of (i) themselves and others, including, but not limited to, pedestrians, bicyclists, operators of motor vehicles or (ii) property. Woodlake POA (iii) assumes no liability for permitting golf carts to be operated on the Streets, (iv) makes no representations, promises, statements or warranties – expressed or implied – with respect to the suitability or fitness for purpose of the Streets or otherwise and further hereby disclaims the same, and (v) in consideration of the use of the Streets, shall not be liable to any party for any loss, claim demand, liability, cost, damage, or expense of any kinds, caused, or alleged to be caused – directly, or indirectly – by (1) the use of the Streets, (2) any inadequacy thereof for any purpose, (3) any defect therein, (4) the use thereof or (5) the maintenance thereof. Any person who operates a golf cart on the Streets is responsible for procuring liability insurance sufficient to cover the risk involved in using a golf cart on the Streets.
- H. Any person who operates a golf cart must be responsible for all liability associated with operation of the golf cart and must maintain liability insurance coverage which will cover the use of a golf cart in an amount not less than the 30/60/25 of liability required by North Carolina law for motor vehicles operated on public highways in the State of North Carolina.

- I. Any golf cart that causes damage to any Woodlake property, such as an entrance and exit gates, could subject the owner of the golf cart to the following: payment of the full cost of repairs; a \$100 fine; and deactivation of access chip(s) belonging to the (violator's) residence for a minimum of 30 days or longer.

SECTION 3: OPERATION OF MOTOR VEHICLES AND OTHER RECREATIONAL VEHICLES

- A. Mopeds and bicycles shall be equipped with the most recently approved safety devices and operated only on the roads and driveways in such a manner as to not obstruct traffic.
- B. No UTV's, four wheelers or like vehicles, dirt bikes, go-carts, powered scooters, or similar recreational vehicles can be operated within the community. Unless specifically permitted by the POA on a case-by-case basis.
- C. Any motorcycle or other recreational vehicle that causes damage to any Woodlake property, such as an entrance and exit gates, could subject the violator to the following: payment of the full cost of repairs; a \$100 fine; and deactivation of access chip(s) belonging to the (violator's) residence for a minimum of 30 days or longer.

CHAPTER IV

RULES AND REGULATIONS GOVERNING GENERAL ACTIVITIES

SECTION 1: GENERAL

- A. No noxious or offensive activities, to include vandalism, or conduct showing lack of respect or reverence shall be tolerated within the Community.
- B. Loud noises, music, radios, etc., must not be allowed to cause unreasonable disturbance to residents.
- C. Solicitation for commercial purposes within the Community is prohibited, except by mail or telephone contact. This does not apply to activities which have been approved, in advance, by the POA Board.

D. There shall be no obstruction of the Common Areas, nor shall anything be stored on the Common Areas, including the road right-of-way or other open areas.

E. Littering of any area within the Community is prohibited.

F. Flowers, trees, and shrubbery on the Common Areas are not to be cut or removed without the express consent of the POA Board.

G. The killing or trapping of wild or domestic animals and birds, and other destructive pests within the Community is prohibited.

H. The discharge of any firearm or projectile firing mechanism (including BB and Pellet guns) within the Community is prohibited, except by authorized personnel. The use of air guns by an adult owner is allowed only within the boundaries of his/her own lot as provided by law. Firecrackers and fireworks are not permitted except as provided by law and with the prior approval of the POA Board.

I. Suspected criminal activity should be immediately reported to the Moore County Sheriff Department. Any unusual event should be reported to the Security office.

J. The loss of, or damage to, articles of personal property in any area or amenity facility of the Community is in no way the responsibility of the Association.

K. Damage to any Woodlake property, such as an entrance and exit gates, could subject the violator to the following: payment of the full cost of repairs; a \$100 fine; and deactivation of access chip(s) belonging to the (violator's) residence for a minimum of 30 days or longer.

SECTION 2: POA EMPLOYEES AND OPERATION OF FACILITIES

A. All suggestions and/or complaints involving employees, policies, or operation of any facility, amenity, or activity of the Association shall be made in writing to the POA Board. Under no circumstances shall the conduct of any employee, including POA security personnel, be the subject to personal reprimand by any member, or their guests, or renters.

B. The use of Association personnel during working hours for private endeavor is prohibited, except as provided for and approved under procedures established by the POA Board.

CHAPTER V

RULES AND REGULATIONS GOVERNING USE AND

MAINTENANCE OF SEPARATELY OWNED PROPERTY

SECTION 1: HOUSEHOLD PETS

- A. No animals shall be kept or maintained on any lot, except the usual household pets, which shall be kept reasonably confined so as not to become a nuisance. (Confinement of dogs is covered in further detail in paragraphs (D) through (F) of this section).
- B. No animals shall be kept, bred, or maintained for commercial purposes.
- C. Owners are responsible for having their pets properly tagged including rabies vaccination in accordance with the requirements of the Moore County Board of Health and/or Municipality Ordinances.
- D. It shall be unlawful to maintain a vicious dog in the Community, irrespective of whether said dog is on a leash or otherwise confined. Such instances shall be reported to the Moore County Sheriff Department Animal Control Division.
- E. When not on owner's property, all dogs must be under the full control of a responsible person either by leash, cord, chain, or other secure control device (voice command is not acceptable). The owner of any dog shall be responsible for actions of said dog and shall be responsible for repairing any damage caused by the said dog, including cleaning up of dog droppings deposited on other landowners' properties as well as common areas.
- F. All pets "running at large," not readily identified to their owner may be subjected to immediate impoundment and transferred to the appropriate county agency and shall be subject to their rules and regulations.

- G. Any dog that repeatedly chases, snaps at, attacks or barks at pedestrians, bicyclists, or vehicles, or excessively or continually barks, shall be considered a public nuisance and the owner of said dog may be cited for a violation.
- H. If a dog is believed to have rabies or have been bitten by another dog suspected to having rabies, the owner of such dog shall immediately notify the Moore County Sheriff Department Animal Control Division.
- I. Any person bitten by a dog should immediately report this to the Association office and to the Moore County Sheriff Department Animal Control Division.

SECTION 2: TENTANT AND VISITOR PROCEDURES

- A. Property Owners who rent, lease or allow others to use their property, or the various facilities and amenities to which the Property Owner is entitled, shall be responsible for compliance with the Declarations, the By-Laws, and these Rules and Regulations by their renters and other visitors. The Property Owner shall be responsible for providing his/her renters with a copy of these documents and for informing them that they are subject to and are obligated to observe the provisions of these documents. This also includes guests of Property Owners and renters. Property Owners are also obligated to provide the POA Office with a copy of a lease/rental agreement signed by the Property Owners and all parties renting their property. Lease/rental agreements should be for a minimum six (6) month period.
- B. The Property Owner shall be responsible for any assessments on his/her property.

SECTION 3: PRIVATE PROPERTY

- A. The areas of any developed lot affected by an easement shall be maintained continuously by the Property Owner of such lot, but no structure, plantings, or other material shall be placed or permitted to remain, or other activities undertaken thereon, which may damage or interfere with the use of said easement for the purposes set forth in the Declarations.
- B. The right to ingress or egress to the extent reasonably necessary to exercise such easements is reserved only for Association employees or those specifically provided for in the Covenants. The use of any easement by those not specifically provided for is prohibited without prior authorization by the POA Board.

- C. All lots and parcels in the Community are private property and no trespassing is permitted without the consent of the Property Owner, except as provided in the Covenants.

APPENDIX A

RULES AND REGULATIONS GOVERNING

THE COMMUNITY STANDARDS

COMMITTEE

SECTION 1: ORIGIN AND AUTHORITY OF THE COMMITTEE

The Woodlake Community Standards Committee (CSC) is created pursuant of the authority given by Woodlake Property Owners Association (POA). The CSC has the right to establish, with the approval of the POA, criteria for the construction, modification, maintenance, and appearance of all residences, including landscaping and drainage modifications, and on all undeveloped lots. (See Appendix A, Tab 1, *“Design Guidelines of the Woodlake Community Standards Committee” (2022)*)

The Woodlake CSC is committed to excellence, reflecting a strong determination and desire to create and maintain a superior living environment in a private residential, lake and golf club community.

The authority of the CSC is vested by the POA Board of Directors and is set forth in the Woodlake Rules and Regulations. This authority encompasses every building site, undeveloped lot, and existing structure within Woodlake.

SECTION 2: PURPOSE OF THE COMMITTEE

The primary purpose of the CSC is to ensure consistent protection of land and property values through approval of new construction, reconstruction, improvement, and landscaping on all lots in the Community as shown on plats filed with the Moore County Register of Deeds, and enforcement of all other restrictive covenants. One of the most effective methods of assuring the protection of the community lifestyle, and individual property values is through the establishment of high standards of design review.

This will be accomplished by encouraging the development of the community with a homogeneous feeling in a residential-type setting, free from discordance or competing architectural shapes and designs.

The policy of the CSC is that construction and landscaping plans must be submitted for design approval prior to proceeding. The CSC may impose standards for construction and development which may be greater or more stringent than the standards prescribed in applicable building, zoning or other government codes.

SECTION 3: STRUCTURE OF THE COMMITTEE

The CSC Committee will consist of representatives appointed by the POA Board. All rights, responsibilities and procedures will be governed by the By-Laws of the Association. Members are selected to create a balance of lay people and professionals with experience in architecture, construction and landscaping.

Each member of the CSC shall have an equal vote and the majority of all the members of the CSC shall constitute a decision for approval or denial of an application. In all cases, the individual submitting the application shall have the right to appeal any action by the CSC within 10 business days of the decision.

Meetings shall be conducted at least twice per month, on the second and fourth Wednesday of the month, exclusive of holidays. An additional meeting may be conducted as needed for review of building plans.

SECTION 4: SPECIFIC RESPONSIBILITIES OF THE COMMITTEE

A. The CSC will be responsible for enforcement of all Protective Covenants in the Community as shown on plats filed with the Moore County, Register of Deeds, and for enforcement of CSC Rules and Regulations. Approval in writing of all proposed structures (need to define structure) and improvements to be built or alterations to be made in exterior

design on lots within the community, including the size and location on the lot of all structures and landscaping with respect to topography, lakes, golf courses, neighboring structures, and major landscaping amendments to the same. The CSC will survey the entire community for noncompliance with any CSC Rules and Regulations and Design Guidelines and/or protective Covenants for each section, as well as enforce compliance with CSC Rules and Regulations and Design Guidelines for new development and construction as follows:

B. Mission and Function

As a standing committee of the POA, the CSC carries out its responsibilities on behalf of all property owners at Woodlake, to establish an aesthetically pleasing environment. The mandate of the CSC is to encourage design excellence, and to preserve and enhance the existing natural and developed features of Woodlake. The success of this planned community depends upon the compatibility of architecture, streetscapes, and landscaping with the adjacent natural areas, amenities and development.

Implementation of the rules and regulations will be carried out in a fair and reasonable manner through design standards and uniform application review and developed and undeveloped property review procedures. These regulations can be found in Appendix A, Tab 1, *“Design Guidelines of the Woodlake Community Standards Committee” (2022)*

All new residence plans for review must contain all the information required on the Building Permit Application Form, which can be found on the NABR Network, and any submittal requirements set forth in Appendix A, Tab 1, *“ Design Guidelines of the Woodlake Community Standards Committee” (2022)*In order to be considered by the CSC at any monthly scheduled meeting, all properly completed applications must be submitted by Noon Thursday (eleven (11) days prior to the CSC meeting). Submissions can be sent via email to cscofwoodlake@gmail.com, dropped off at the POA Office, or sent to the CSC at P.O. Box 1364, Vass, NC 28394.

The CSC will approve, in writing, all proposed structures and improvements to be built or alterations to be made in exterior design on lots within the Community, including the size and location on the lot of all structures and landscaping with respect to topography, lakes, golf courses, neighboring structures, and major landscaping amendments to the same.

The CSC will survey the entire community area for noncompliance with any CSC Rules and Regulations and/or Protective Covenants for each section, as well as enforcing compliance with CSC Rules and Regulations for new development and construction as follows:

C. Scope of Responsibilities:

1. Establish architectural criteria and exterior design themes for the community as a whole, as well as individual sections and/or lots as deemed appropriate.
2. Review and evaluate all construction design and landscaping applications for compliance with all CSC Rules and Regulations
3. Ensure compatible architectural designs and harmonious relationship with adjacent sites, streets, and amenities.
4. Require the highest aesthetic and architectural standards, assuring compatible architectural designs and harmonious relations with neighboring building sites.

Establish fees for the review of applications as may be appropriate or required.

5. Contact applicants whose plans and specifications have been disapproved and provide reasonable assistance and recommendations for adjustments to bring said application into compliance with design review criteria.
6. Maintain copies of applications, construction documents and related records)
7. Inform the POA regarding activities of the CSC and changes to criteria as they may occur.
8. Establish criteria for qualification of approved builders.
9. Monitor and enforce compliance with the Rules and Regulations
10. Ensure that owners properly maintain their properties, both developed and undeveloped.
11. Evaluate current Rules and Regulations and recommend changes to the POA.
12. Revise and update the Design Guidelines as well as the performance and quality standards to reflect Woodlake's current and future needs.
13. Perform any other duties assigned by the POA.

Whereas, the lots shown and identified in the List of Protective Covenants, Woodlake Country Club, are made subject to the Conditions, Reservations, Restrictions and Rules and Regulations herein below set forth for the purpose of:

- Ensuring the best use and most appropriate development and improvement of the overall community
- Providing adequately for professional and quality of improvement on said lots which will thereby enhance the value of the investments made by purchasers of lots
- Protecting Property Owners of lots against improper use of surrounding lots so not as to depreciate the value of their property
- Guarding against poorly designed and proportioned structures and structures built with improper or unsuitable materials
- Obtaining harmonious color schemes
- Insuring the highest and best development of the said property
- Encouraging and securing the erection of attractive homes thereon, with appropriate locations thereof on said building lots
- Securing and maintaining property setbacks from streets, golf courses, lake and adequate free space between structures

D. Enforcement of Protective Covenants: In addition to the Rules and Regulations stated above, the CSC shall have the right to enforce, on behalf of the Association, architectural, landscaping or other requirements or restrictions of the Restrictive Covenants dealing with the exterior use or maintenance of the property as shown in the appropriate provisions of the Declaration of Restrictive Covenants or later specifically assigned to the CSC by reference to these Rules and Regulations.

E. Building: The CSC will be responsible for ensuring that all construction and building on properties within the Community is submitted to the CSC for governance hereunder are in accordance with the appropriate covenants of the section in which the building is being erected, the plan approved by the CSC, and all rules and regulations of the CSC.

E. Compliance: The CSC has the right to check and enforce conformance with all approved plans during the building period.

All new construction, renovation, modification of, or addition to existing structures must comply with all the applicable policy and procedures identified in this document. Any modification or alteration of topography, including but not limited to grading or the removal or addition of trees and other forms of landscaping outside the Building Envelope must comply with all the applicable policies and procedures identified in this document. Any modification or alteration of any drainage or surface water dispersal patterns may only be

made in compliance with the applicable policy and procedures of the *“Design Guidelines of the Woodlake Community Standards Committee” (2022)*

Resident owners considering renovations, modifications, and/or improvements to the exterior of existing residence, patios, decks, driveways, or landscaping must submit a request to the CSC. Major changes may result in a consultation with the CSC to determine if additional design documents are required. No work shall commence without the approval of the CSC and Moore County, if necessary. This includes, but is not limited to, repainting (house doors, windows, shutters, and trim) using color(s) not originally approved. Landscaping changes requiring CSC approval are identified in Appendix A, Tab 1, *“Design Guidelines of the Woodlake Community Standards Committee” (2022)*. Failure to obtain approval prior to the beginning and/or completion of an unapproved project can result in the levying of fines and/or the requirements to restore the property to the condition it was prior to the start of the unapproved project.

No material changes or alterations to the CSC approved plans or specifications are permitted without the prior written CSC approval. Any and all deviations from CSC-approved exterior design shall be considered a material change. Any change to previously approved landscaping plans shall be considered a material change, except that the substitution of similar plants that are generally consistent with the original selection may be made without prior approval of the CSC. Any approved design for drainage or surface water or erosion control are considered a material change.

Any request to make a material change from a previously approved CSC plan must take the form of a written request submitted to the CSC, listing all proposed changes with appropriate supporting data as necessary. No action may be taken to enact the requested changes unless and until CSC approval is received.

Nonconformance with approved building plans will be a cause for embarrassment and additional expense, which could result in delays if reconstruction is required. Owner and/or contractor will be responsible for complete compliance and the expense involved with compliance. The CSC, via the POAs’ Adjudicatory Panel process, is hereby empowered to levy fines and/or suspend community privileges as identified in the POA Bylaws, Rules and Regulations, and the NC Planned Community Act 47F, and/or seek injunctive relief or damages at law or equity as necessary to restore the property to the original condition or the condition as approved by the CSC. Any such damages shall be assessed against the owner and/or contractor who were responsible for compliance with the Rules and Regulations and the plan approved by the CSC.

The CSC has the right to inspect any construction under these Rules and Regulations for compliance with North Carolina, County and Municipal Codes and Ordinances, and to reject plans or construction which it feels are unsound in architecture, engineering, or construction techniques. However, the CSC has no duty to perform such inspection or any inspection

during construction and disclaims all responsibility for the soundness of the dwelling or its construction. Further, the CSC hereby rejects any and all duty, responsibility or obligation to the owner/contractor to verify, confirm, inspect, or in any way warrant the soundness of the architecture or construction of any building or dwelling covered by these Rules and Regulations.

Any resident concerns or complaints about the condition of a lot, or other non-compliance issues in these rules and regulations must be submitted by email to the POA Community Manager. (insert email address) Reports regarding compliance to these rules and regulations should be reported via email to the CSC, not to a specific member of the CSC.

F: Woodlake Community Standards Committee Design Guidelines:

The Woodlake Community Standards Committee Design Guidelines (See Appendix A, Tab 1) lays out specific guidelines regarding the following areas:

1. Policy Compliance
2. Architectural Design Requirements for Developed Property
 - 2.1 General Standards
 - 2.2 Dwelling Size and Setback Guidelines
 - 2.3 Elevations
 - 2.4 Design Duplication
 - 2.5 Exterior Materials and Colors
 - 2.6 Roofs and Fascia
 - 2.7 Chimneys
 - 2.8 Decks, Patios and Porches
 - 2.9 Shutters, Awnings and Canopies
 - 2.10 Garages and Driveways
3. Site Requirements for Developed Properties
 - 3.1 Landscaping
 - 3.2 Water and Sewer Systems

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SECTION 5: BUILDING APPROVAL PROCEDURE FOR CONTRACTORS AND PROPERTY OWNERS

No building shall be started until the building plans have been submitted to the CSC and have been approved in writing. The procedure for submission and review is detailed in the most current edition of the *Design Guidelines of the Woodlake Community Standards Committee*”(2022) (See Appendix A, Tab 1)

Regulation Amendments – The owner and CSC reserve the right to modify, alter, amend, change, release or strike any provision contained herein without prior notice of its intent to

do so and whether or not the Property Owner retains title to any property shown on the above referenced plat or map or any other property within the confines of the Community.

Invalidation of Rules and Regulations - Invalidation of any one of these Rules and Regulations or any part thereof by judgments of court shall in no way affect any of the other provisions which shall remain in full force and effect, and the failure of any person or persons to take action to enforce the observance of these Rules and Regulations shall not be construed as a waiver of any enforcement right and shall not prevent the enforcement of such Rules and Regulations in the future.

Enforcement of Rules and Regulations - The CSC has the right to check and enforce compliance with all approved Rules and Regulations listed above. The Property Owner will be responsible for conformance and the expense involved with noncompliance. Per the Planned Communities Act, NC-47F, and the POA Bylaws, the CSC is empowered to assess and recommend fines related to an alleged violation to the POA Adjudicatory Panel for review and enforcement.

TAB 1 to APPENDIX A (Rules and Regulations Governing the Community Standards Committee)

Design Guidelines

Community Standards Committee

1.0 Introduction

Woodlake Property Owners Association (WPOA) is committed to providing a safe, consistent, and harmonious living environment in a private residential golf and country club community. The WPOA established a Community Standards Committee (CSC) in order to maintain high sought-after standards and ensure the development, building and improvements provided in a timely and consistent standard throughout the community. Any requests needing approval are accessed via NABR Network www.woodlakepoanabrnetwork.com/home.php (For Residents tab → Online Forms).

This document does not cover the separate areas of Woodlake that include Mallards Cove, the Magnolias, Dogwoods, Cranes Cove, and Little Nine.

1.1 Policy Compliance

All new construction, renovation, modification, or addition to existing structures must comply with all the applicable guidelines identified in this document. Any modification or alteration of current landscaping plan including but not limited to grading or the removal or addition of trees and other forms of landscaping outside the building envelope, must comply with all the applicable guidelines identified in this document.

Resident owners considering renovations, modifications, and/or improvements to the exterior of existing residence, patios, decks, driveways, docks, bulkheads, or landscaping must submit a request through the CSC. Major changes may result in a consultation with the CSC to determine if additional design documents are required. Work shall not start without approval from the CSC. Residents who fail to gain approval from the CSC are subject to fines, work stoppage, or returning the property to the original condition prior to the start of the work. Changes to the approved plan without consent from the CSC are not authorized. Changes can be submitted using the same procedures on the NABR network.

Any resident concerns or complaints about the condition of a lot or other non-compliance issues in these design guidelines can be submitted by email to the Community Standards Committee (CSC) at CSCofwoodlake@gmail.com

2.0 Architectural Design Requirements for Developed Properties

2.1 General Standards

Residences must be designed in conformity with the standards, guidelines and requirements set forth in the Rules and Regulations (R&R) and these Design Guidelines. All building footprints, porches, patios, decks and garages must be sited in the Building Envelope within the setbacks. Please note that specific requirements of these guidelines shall prevail over general statements in the R&Rs. Plans submitted for review, or any portion thereof, may be disapproved upon any grounds that are consistent with the purposes and objectives of the CSC including purely aesthetic considerations.

2.2 Dwelling Size and Setback Guidelines

See Tab 2 – (Dwelling standards and Setbacks)

As Woodlake property values continue to rise, so do the expectations of the size and quality of new homes being constructed on home sites. The minimum building sizes recorded decades ago are often no longer compatible with the neighboring homes. While the recorded minimums still apply, the CSC suggests the following guidelines:

- Minimum living area not less than 1200 sq ft for a patio lot dwelling
- Minimum living area not less than 1700 sq ft for interior lot dwelling.
- Minimum living area not less than 2200 sq ft for golf front lot dwelling.
- Minimum living area not less than 2700 sq ft for a waterfront lot dwelling.

2.3 Elevations

- 2.3.1 Maximum building height is thirty-five (35) feet measured from the average finished grade off of the front of the residence to the highest roof point.
- 2.3.2 The width of building segments shall be no more than four times the visible wall height. Building segments may be created through a combination of features such as changes of material, building offsets, changes in rooflines or architectural features that create the appearance of building segments
- 2.3.3 On sloping lots, retaining walls may be required. Retaining walls higher than two (2) feet will require landscaping similar to that required elsewhere in this policy for fences.
- 2.3.4 Block or poured concrete foundation walls above finished grade, must be finished with brick or natural stone veneer if they are visible from the road and / or golf cart trail. Any house with an approved stucco veneer on an entire elevation, may continue that veneer down to the finished grade.

2.4 Design Duplication

Similar designs are discouraged throughout the neighborhood. During the CSC's building review process the committee will take into consideration those houses within the proposed build site and approve / disapprove based on uniqueness.

2.5 Exterior Materials and Colors

A. The following exterior building materials are permitted

1. Brick
2. Wood Siding (applied horizontally or vertically)
3. Stucco
4. Stone
5. Fiber-cement siding such as Hardie plank lap siding or engineered lumber such as LP Smartside. Openings in lap siding must be trimmed with not less than 1x4 casing
6. Vinyl siding or shakes

B. The following exterior building materials are NOT permitted:

1. Panelized siding (e g.. T1-11 Siding)
2. Masonite type siding
3. Plywood or Particle Board, OSB
4. Cement and Sand Parge Coating above grade
5. Synthetic Stucco

Exterior colors should be earth tones or muted pastels. Primary colors are prohibited except in special cases (e g., a red front door). Exterior colors that are non-harmonious, discordant and/or incongruous will not be approved. The CSC reserves the right and authority to reject a house plan on color selections or combinations alone, even though the architectural design of the house is acceptable and would be approved on its own merits.

2.6 Roofs and Fascia

The pitch of the primary roof should generally be a minimum of 5/12. Roofs with irregularly pitched angles and planes may be acceptable depending on unique architectural styles and will be considered on a case-by-case basis.

Acceptable roofing materials are cedar shakes and shingles; metal, natural slate, tile and copper-seamed roofing, simulated shake asphalt, and fiberglass shingle roofing. Other synthetic roofing materials, which may be developed, are subject to review based on the merits of the material at that time.

All roof stacks, plumbing vents, roof fans and flashing shall be painted black or match and blend with the roof color. Consideration will be given to all roof attachments to minimize the visual impact. Solar roof panels are permitted if designed to be mounted flush with the roof plane and their frames blend with the roof color. Skylights and Solar Tubes are permitted provided that the trim color conforms to the roof color.

2.7 Chimneys

All wood burning fireplaces must be vented vertically through a chimney. Exterior chimney material must be consistent with the siding of the residence. No fireplace flue may be exposed through the roof without a chimney. Side-wall venting is permitted for gas fireplaces only.

2.8 Decks, Patios, and Porches

The use of decks and terraces is encouraged. Multi-level decks and terraces are recommended on sloping sites to limit height above grade. All decks, patios, and porches must be constructed within the Building Envelope. Decks or balconies over fenestrated walls shall be fully trimmed and architecturally detailed and approved by the CSC. Composite wood products (such as Trex), or other engineered materials, may be considered.

Areas beneath decks with top surfaces higher than twenty-four (24) inches from finished grade must be screened with non-deciduous plantings, subject to approval by the CSC.

2.9 Shutters, Awnings, and Canopies

All proposed shutters, awnings, canopies, pergolas, and other proposed exterior additions to the residence must be included in plans submitted to the CSC for review and approval. If used, shutters shall be located on all elevations (front, side, rear) where feasible and appropriate vinyl shutters are permitted. Extruded aluminum, fiberglass, vinyl or plastic materials are not permitted for awnings, canopies, pergolas and other exterior additions.

2.10 Garages and Driveways

A garage for at least one car is required, with two uncovered spaces for parking. Driveway paving materials must be approved by the CSC. Suggested materials are:

- Impressed or pattern concrete, in warm earth tones. Shades of red or orange are discouraged. Natural gray, in color, concrete driveways are permitted.
- Paved blocks or bricks, in warm earth tones. Shades of red or orange are discouraged
- Fixed exposed aggregate, natural colors. No epoxy bonded aggregate is permitted
- Curbed edges are necessary to retain loose materials, such as gravel, or mulch, when used for a parking area or driveway.

Car ports are not authorized. Driveways will also be free of debris to include but not limited to pinecones, leaves, pine needles or mold.

3.0 Site Requirements for Developed Properties

3.1 Landscaping

Landscaping - All easements and right-of-ways shall be landscaped by the resident's owner. Irrigation systems are encouraged and should be included in landscaping plans if they are to be installed. Landscaping shall be completed according to the final landscape plan as approved by the CSC. Any additional landscaping or changes to the approved plan are subject to the approval of the CSC prior to installation. All homes must be landscaped prior to obtaining a Certificate of Occupancy and final approval by the CSC to include the release of the bond. Landscaping is to be designed to preserve the

line of sight at intersections. As long as it does not interfere with golf course irrigation, processes of the water treatment plant or the navigation of watercraft on the lake, drawing water from the lake for irrigation purposes, will be allowed. Systems requiring water usage from utility company supplied water will require appropriate permits from the utility company and county. Irrigation from ponds throughout Woodlake is not allowed.

3.2 Water and Sewer Systems

It is mandatory that the water and sewer systems provided by the developer be used by all owners of lots. No wells or septic tanks will be permitted in Woodlake Country Club without the prior written approval of the CSC. For those lots where septic systems are required and approved, sanitary arrangements must meet local and county ordinances, and approved types of septic tanks must be provided. Septic tank installations and leach fields on lake front lots must be located 100 feet or more from the high-water mark or any streams leading into the lake. A certificate of compliance from Moore County Health Department must be filed with the CSC before construction is commenced.

3.3 Fences

No fence shall be taller than six (6) feet.

3.3.1 Privacy Fencing - A Privacy Fence shall be defined as any solid (prohibiting a line of sight within or beyond) constructed fence four (4) feet in height or higher. In addition to construction requirements (type of fence, location, etc.), a proper landscape plan for all sections of a Privacy Fence that can be seen from any roadway must be submitted and approved in writing by the CSC. "Initial" plantings shall be a minimum of one half (1/2) the height of the fence and a maximum of six (6) feet apart. Such landscaping shall serve the purpose of improving the aesthetics of the fence and neighborhood so as not take on the appearance of a blank wall. Privacy Fences are prohibited along the golf courses and the lake.

3.3.2 Patio Lot Fencing – For those lots designated as Patio Lots, at the discretion of the CSC, a patio wall/fence may be required along the side lot line nearest the patio wall designation (if such designation is shown) as shown on the deeded described plat, with such patio wall/fence being built three (3) feet inside and parallel to the said side lot line. The location of such patio wall/fence, the overall length of the patio wall/fence and the distances which the patio wall/fence must extend past the outermost corners of any residence, and the distance which such wall/fences must be located from the front and rear lot lines of any lot shall be established by the CSC, and no such patio wall/fence can be constructed until written approval therefore is obtained by the lot owner from the CSC. In lieu of a separately constructed patio wall/fence, as aforesaid, with the written consent of the CSC, a lot owner may substitute the outside wall of a residence for all or a portion of such patio wall/fence, as long as the residence's wall is solid and contains no windows along its entire length, and so long as such wall is of an overall length, height, and design satisfactory to the CSC.

It is incumbent upon the owners to settle any disputes with regards to repair of a fence on that separate two or more occupied lots. The CSC will not intervene in such cases.

3.4 Satellite Dishes and Antennas

To all extent possible satellite dishes and antennas need to be concealed from the road and or golf cart trailers.

3.5 Mechanical Equipment Location

All mechanical equipment (such as propane tanks, heat pumps, air conditioning units, supplemental generators, utility meters, tankless hot water heaters and access boxes are not permitted on front elevations and must be screened with appropriate non-deciduous plantings wherever they are located.

3.6 Trash and Refuse Containers

No exposed refuse or trash containers are permitted on any lot. Refuse and/or trash containers must be placed inside or screened so as not to be seen from adjoining residences, roadways, golf courses and the lake. Such screening must have prior CSC approval. Refuse or trash containers may not be placed out for pickup prior to 6:00 PM the day before scheduled pick up and must be brought in no later than 6:00 AM the day following scheduled pick up. Containers may not be placed in the road.

3.7 Firewood and Landscape Materials

Firewood shall be cut and neatly stacked. Any landscape materials that are temporarily stored on a property will be stored neatly out of sight from the street, lake or golf course if possible.

3.8 Accessory Outbuildings

Prohibited outbuildings include, but are not limited to, camping trailers, tents, shacks, barns, and sheds. Outdoor gazebos, inground swimming cabanas, California kitchens, trellises, patio areas or other aesthetic enhancing structures harmonious with existing or approved landscaping plans will require CSC approval.

3.9 Clotheslines

Clotheslines are not permitted.

3.10 Flagpoles, Basketball goals, Swing Sets and Recreational Equipment

Flag poles may only be erected with the prior written approval of the CSC. Where installed, the base of the flagpole must be landscaped with non-deciduous plantings. All portable recreational equipment must be stored out of sight when not in use. Permanently stationed equipment such as swing sets, basketball goals, or trampolines must be approved by the CSC prior to installation and should be placed in an area where they are least obtrusive, preferably within the Building Envelope, in the rear or side yard, not closer than 20' from any property line. Basketball goals may be metal. All other permanent (non-movable) play equipment must be made of wood or similar material with a natural finish. Depending upon the location chosen by the Owner, the CSC may require all such equipment described above to be screened with non-deciduous plantings. Owners are encouraged to consult with the CSC regarding placement of these items prior to submitting their request for approval.

3.11 Mailboxes

Mailboxes will be within a good standing appearance and match the decorative nature of the surroundings. Anything outside the common mailbox must be approved by the CSC. This includes but not limited to barns, fish, tractors etc. Holiday banners and 'wraps' are authorized as long as they are in good order and taste. The holiday decorations will be removed in a timely fashion and not outlive the season.

3.12 Decorative Objects

Decorative objects shall be limited in number and in keeping with the character of the neighborhood and adjacent residences. Residence owners are requested to exercise restraint when decorating their property for such special events, holidays, and seasons, paying particular attention to their effect on the neighbors within sight of the residence. Owners must:

- A. Refrain from placing the decorations too early in the season
- B. Remove the decorations promptly after the holiday season or special event ends

Uses of exterior decorative lights, including appropriate holiday displays, with any light bulb color, are permitted in the community. However, if a holiday display creates a disturbance within the community, the lot's Owner or residence occupant (renter) shall remove it upon request of the CSC.

3.13 Swimming Pools. Spas (Hot Tubs, Whirlpools, etc.)

Only In-ground swimming pools are permitted and will require fences. In-ground Swimming pool fences must meet all requirements set by Moore County and State building codes and must be installed prior to the containment of water. Fencing and landscaping should provide appropriate concealment from adjoining properties. Such concealment must have prior CSC approval. In-ground Swimming pool fence and concealment plans must be authorized in writing by the CSC. Location of associated filters, pumps, etc., must be approved by the CSC so as not to cause undue noise to adjoining properties and be concealed and approved by the CSC. If a swimming pool is built outside the building envelope, then it is the owner's responsibility to repair any damage if an incident occurs within the easements.

3.14 Exterior Lighting

All proposed exterior lighting and its intended cast of illumination should be detailed on landscape plans. The location and details of the column/post lights must be submitted for review and approval by the CSC. No exterior lighting shall be permitted which would create a possible nuisance to adjacent Owners. Exterior lighting is also subject to the following restrictions:

- A. Post/column lights located at the street driveway entrance are limited to two (2) per building lot and shall not be located on the right-of-way.
- B. Light posts/columns greater than six (6) inches in diameter shall be no more than five (5) feet in height, including the light fixture.
- C. Light posts/columns less than six (6) inches in diameter shall be no more than seven (7) feet in height including the fixture.
- D. Driveway/Pathway lights shall be no higher than 12 inches. Illumination levels and spacing must be reasonable.

3.15 Flagpoles

Flagpoles are authorized to be erected on a property. The flagpole height will not exceed 20' and the design is to be approved by the CSC. The request for installation will include a landscape plan.

3.16 Open Fires & Fire Pits

The open, non-structured burning of trash, paper, yard debris, or any combustible material outdoors, on developed or undeveloped lots, within the community is not authorized. Fire pits are authorized. A fire pit shall be surrounded by stone, metal, and / or brick walls. A fire pit is not considered to be just a hole in the ground. They must be located at a minimum of twenty (20) feet from any structure and must be offset from overhanging tree branches or adjacent landscaping features. An area of five (5) feet on all sides of the pit must be free of leaves, pine needles, and yard debris when in use. This regulation does not apply to outdoor grills, chimeneas, smokers, or other commercial outdoor devices. Fire pits will not be built so they are seen from the road.

3.17 Businesses

Business activity which shall include, but not be limited to, the use of any residence as a professional office of any kind (where customers come to the residence), a rooming house, or a boarding house, shall be approved on a case-by-case basis by the CSC and POA jointly. Additionally, these situations will require an application and execution plan that does not infringe on any By-Law or covenant and must be ratified as satisfactory to the CSC and POA respectively.

3.18 Garage Sales

Garage sales are authorized within the Woodlake community. Any resident wishing to have a sale will need CSC approval. Sale items will not spill over into the yard but must stay within the garage and / or driveway. (See 4.10 concerning signs)

4.0 Appearance and Maintenance Guidelines for Developed Properties

All residents (homeowners and renters) will strive to maintain the appearance of their properties in a neat and kept manner in order to preserve the beauty of the community and value of all properties.

4.1 Trees

For developed lots, any trees that an owner wants to be removed, must be tagged and inspected by an CSC representative on-site. Upon inspection completion, and removal plan approval, the CSC will grant approval and removal may commence. Security will be notified of the removal contractor's information for admittance into the Woodlake Community on the approved date. All stumps must be removed at least to the ground level so it is out of sight following the removal of a tree.

4.2 Landscaping on WPOA Property

A resident will not plant any types of plants, bushes, or trees on WPOA property (area that lies between the owner's lot and the street). Grass may be planted but the use of artificial or synthetic grass is not allowed.

4.3 Restrictions on Overgrowth

The property must be free of overgrowth and dense thickets. All properties will be kept in a neat and orderly fashion, to include “natural” landscaping, which should be free of weeds, saplings, etc. Natural landscapes should have definitive borders.

4.4 Protection of Golf Course and Waterfront Views

All landscape plantings installed in the rear portion of a property on a developed Golf Course or Waterfront Lot must be limited in size and location to protect the adjacent neighbors’ view of the golf course or waterfront. For purposes of this provision, a golf course or waterfront Owner's “protected view” is the view from the rear corner of the house, extending through the rear corner of the Building Envelope. This policy applies to each side of the rear of the Lot.

4.5 Lawn Care

Yards will be maintained throughout the entire year. Branches and twigs will be picked up in a timely manner. Professional lawn care or landscaping services are not allowed on Sundays without the exception by the CSC. All shrubbery must be maintained in a presentable appearance. When appropriate, shrubs should be trimmed. Dead or diseased portions of plants should be pruned. Dead plants should be removed.

4.6 Exterior Surfaces

Painted exterior surfaces should be refreshed on a schedule to maintain the aesthetic appearance of the property. Any change of paint color must be submitted for prior approval by the CSC. Those surfaces may include garage doors, decks, fences, trim and soffit, or any other exterior surface which has been painted or stained. All exterior surfaces must be maintained free from mold and/or mildew.

4.7 Roofing

Roofs must be maintained free of pine needles, leaves, mold, mildew, and other materials not part of the original structure.

4.8 Erosion Control

Where run-off of water onto another property or WPOA roads and property arise, the Owner is required to rectify the problem in a timely manner. This is the responsibility of the property owner.

4.9 Lot Usage

No commercial trade materials or inventories may be stored on any lot. No boats and/or boat trailers, utility trailers, non-commercial vehicles, recreational vehicles, company vehicles greater than 4 tons, or hobby vehicles will be stored on any lot, developed or undeveloped, for a period greater than 72 hours. This 72-hour period is an allowance for loading and unloading only and will require prior notice to

and approval by the CSC. POA Security will deny entry to the Community, for any unauthorized CSC recreational vehicles. The storing and/or parking of any vehicle on a residence's front, side or rear lawn areas or on any undeveloped lot is forbidden.

4.10 Signs

4.10.1 Real Estate Agency or Property Owner for Sale/Rent/Lease: All signs are to be one (1) sided and no larger than twelve (12) inches high and eighteen (18) inches wide with white background and hunter green lettering. Signs must be located on the property of the advertisement and no closer than five (5) feet from the roadside's edge. Limit one (1) sign per property. No signs are permitted on vacant lots. Lettering is limited to "For Sale (or Rent) by Owner" or the Agency name if offered by a real estate agency and one (1) phone number and one (1) email address. Contractors shall be allowed to display their normal identification signs and permit boxes. However, such signs must be removed within thirty (30) days of completion of contracted projects.

4.10.2 Political or Election Signage: CSC abides by the Planned Community Act stipulation of no political signage prior to forty-five (45) days before a local, state, or federal election and seven (7) days after the election (NC GS Statute 47F-3-121). Political signs will be in good taste. Political signs will be no larger than twelve (12) inches high and eighteen (18) inches.

4.10.3 Community/Residential Signage: Signs for events such as Community Events, Private Occasions, Home Sales, Open Houses, Garage Sales, Celebrations, etc., are not authorized. Residents may use the Woodlake electronic sign if they wish but signs giving directions or advertising the sale / event are not authorized. Signs that display offensive language will not be tolerated. Exceptions to the above Regulations require prior CSC approval. Under no circumstances will hand made signs be authorized within the community.

4.11 Rip Rap and Bulkheads

Construction of bulkheads and rip rap will be approved by the CSC. Purchasers of lots shall acquire no rights to the lake, or in the lake, or in or to the use thereof, by virtue of their property ownership of a lot or lots. The preferred method of erosion control at Woodlake Country Club is through the installation of "Rip Rap". Rip Rap should be positioned along the shoreline of the lake with no more than four (4) feet of rock protruding above the "normal" waterline and no more than two (2) feet protruding into the lake below the "normal" waterline. The construction of bulkheads must accommodate proper lot drainage. Bulkheads will be constructed with 6x6 treated timbers but not less two (2) feet in height above the "normal" water level with deadman connectors every sixteen (16) feet, but not less than ten (10) feet in length, staggered on each level of timbers. Newly established bulkheads must match in height to adjoining established lot bulkheads. Rip Rap and Bulkheads must be approved by the CSC and will be highly dependent on addressing both biological and/or existing site erosion problems. Exceptions to these restrictions may be approved by the CSC on a case-by-case basis. Since both Rip Rap and Bulkheads infringe on the "normal" water level of the lake, both require the initial approval and permit from the CSC. The "normal" water level is established by Woodlake Country Club, based on input from county, state and federal agencies.

4.12 Piers and Docks

No piers or boat docks are permitted without obtaining the written approval of the CSC prior to construction. Approval will be dependent on approved engineered drawings, an existing residence or an CSC approved residence construction permit and verification of an active Lake Use Membership. Depending on water depth, piers and boat docks should be of the “finger” type: that is a single boardwalk structure extending ninety (90) degrees from the shore, over the water on pilings. If water depths require modification, then a “T” type pier or dock may be approved. No covered piers or docks are allowed, i.e., structures may not be covered with any superstructure, whether permanent or temporary. Railings are forbidden. Piers and docks should not be more than eight (8) feet wide or forty (40) feet long. The structure may not be more than two (2) feet above the lake’s normal “full pool” level. Piers are to be designed to moor or provide access to boats only and cannot be modified for other recreational use. Large docks and outdoor living spaces will not be allowed on the lake. Boat docks may not exceed 320 square feet without prior CSC approval. If a dock connects to a bulkhead, the dock should be equal in height to the bulkhead. Timber/Pilings may not be less than 6 x 6 inches .80 treated lumber or equivalent with a minimum of .40 treated or equivalent treated flooring. The construction of floating docks will be approved on a case-by-case basis. The same regulations that apply to stationary docks apply to floating docks.

4.13 Lot Drainage - Drainage of developed lots will conform to the Woodlake Country Club Master Drainage Plan. Drainage of the lot shall not inhibit natural flow from adjacent properties. Drainage from developed lots shall not flow onto adjacent lots. When rain gutters and downspouts are used, the downspout will drain to a rock filled pit to encourage absorption into the ground. Rock-filled trenches as edges alongside a paved surface are encouraged as a positive management technique to slow the surface water runoff. The type of rock will be compatible with other pavement surfaces. With the reference to drainage pipes under driveways, the minimum diameter shall be 15 inches or greater of properly installed smooth bore reinforced concrete pipe or equivalent strength of pipe such as double reinforced plastic and be embedded in gravel. A temporary pipe may be installed during initial construction. In addition, the pipe shall be 20 feet minimum length with proper elevation for drainage unless permission is received in writing from the POA Roads and Bridges Chairperson. Property owners must maintain areas entering and exiting from such drainage pipes so as not to block water flow in culverts. Prior to any driveway being poured and finished the drainage system will be inspected by a CSC board member and the POA Director of Roads and Causeways.

5. Building Approval Procedure for Contractors And Property Owners

No building shall be started until the building plans have been submitted to the CSC and have been approved in writing. Contractors and home Property Owners will be held responsible for the overall compliance with all associated CSC Rules and Regulations during the construction process.

5.1. The Approval Process

The Property Owner must submit an application to the CSC (See the digital CSC Building Permit Application <https://woodlakepoa.nabrnetwork.com/myhoaforms>). The application must be signed by the Property Owner (or the designated representative), be submitted in triplicate, and must include the following:

1. Two (2) sets of detailed construction blueprints used as follows:

- Copy #1 – to be stamped: return to owner
- Copy #2 – Assigned CSC Rep./file Copy

NOTE: The CSC will not accept handwritten drawings for any projects that require a County Building Permit.

2. Two (2) scaled Topography site plans showing the lot number, section, dimensions, location of existing neighbor's home, proposed new constructions, the minimum distances from the respective property lines to the proposed structures and the location of the driveway. All ornamental trees (such as Dogwoods), and all trees greater than ten (10) feet in height and three (3) inches in diameter, which are located outside of the building limits of construction lines, must be shown on the plan and clearly marked as to which are to be retained.

3. Two (2) copies of the Moore County approved septic system plans (if applicable).

4. Two (2) copies of a landscape plan showing the finished treatment of structure with adequate amount of landscaping. Landscaping must be completed within (30) days following completion of/or cessation of work on the structure. Allowances will be made for seasonal restrictions on planting.

5. Two (2) copies of the site drainage, topography survey plans, and finished grade elevation levels to be reviewed by the POA Director of Roads and Causeways.

6. Applicable fee and performance bond for the project (See bond and fee schedule). Any and all penalties associated with canceled checks, stop payments, or lack of funds will be the responsibility of the applicant.

7. Contractors must have a current North Carolina State Contractors License number as identified on the application.

8. Any other relevant documentation to clearly inform the CSC of the exterior plans for the proposed finished state of the property.

Within (30) days following receipt of ALL documents and information required by the CSC, the CSC will review the building plans and inspect the site for compliance with all applicable CSC

requirements, and either issue an CSC permit, a conditional CSC permit, or disapprove the plan. Such a permit will be given to the applicant along with the return of one (1) set of plans. When applicable, applicants will take the CSC permit as proof of approval when seeking a Moore County permit. Following approval, work must commence within three (3) months. If work does not start, or if work is discontinued for three (3) months, a new permit issuance will be required.

All construction and landscaping must be completed twelve (12) months from the date the permit is issued. If not completed within the twelve (12) months, a renewed permit and associated fees will be required.

5.2. Sale During Construction

If a house is sold prior to the completion of construction and installation of the associated landscaping, the conveyance must include an obligation by the new owner to comply with the plans and specifications approved by the CSC. The new owner will be responsible for completing the house construction and installation of landscaping as set forth by the CSC in its original approval. Any proposed deviation from the approved plans must be resubmitted to the CSC for review and no such changes are to be made until the CSC issues a supplementary letter of approval. Roads are to be kept clean and free of debris daily.

5.3 After Construction

When the construction of a residence is completed and approved by Moore County for occupancy, the owner and contractor must satisfy the following requirements before requesting a final inspection by the CSC.

- The construction of the residence is totally complete.
- The landscaping is installed in accordance with the approved plan.
- All building debris have been removed from the site and surrounding area
- The construction sign and temporary power pole have been removed

Upon completion of the above items, the assigned CSC representative should be notified that the property is ready for final inspection. The CSC will inspect the subject property and, if all criteria have been met, will issue a Final Inspection Approval Report. The submission of this document will initiate the return of the performance bond. The CSC can only return the performance bond to the party that issued the check.

5.4 Property Damaged or Destroyed

If a property has been damaged by fire, or an act of nature, and a financial settlement has been reached between the Property Owner and the insurer, the Property Owner shall have ninety (90) days from the date of event to complete the necessary repairs and/or cleanup. The CSC will appoint a Representative to work closely with the homeowner to ease the burden of this most unfortunate circumstance. This addendum is applicable to developed lots as well as new construction.

5.5 Permit Expirations

Buildings must be completed within twelve (12) months from the date of permit issuance by the CSC. A new permit and CSC approval must be secured if work authorized under the original CSC approval does not commence within three (3) months or if, after commencement, work is discontinued for a period of three (3) months.

In the event that the Rules and Regulations are broken or violated by any Property Owners, their heirs, assigns, successors, administrators, executors, personal representatives, trustees, lessees, tenants or other persons taking or holding such lot or lots from Property Owners, the deed under which the developer, its successors or assigns, has conveyed the lot or lots on which said Rules and Regulations, is violated or broken shall become null and void, and the said developer, its successors or assigns, shall have the right immediately to re-enter upon the said premises and evict any and all persons therefrom and may, take and hold possession of said premises without let or hindrance thereafter, and may remove any structure, property, materials, or other items located thereon. Re-entry by reason of such breach or forfeiture of title to any lot or lots by reason of said breach shall not defeat or render invalid the lien of any mortgage or deed of trust made in good faith for value of any said lot or lots. The said right to re-enter or declare a forfeiture of title shall be made subject to the lien of any such mortgage or deed of trust given and created by any Property Owner to secure a debt hereafter contracted or made, but said Rule and Regulations shall be binding upon and effective against any owner of said premises whose title thereto is acquired by foreclosure, trustee's sale, or otherwise, as to any breach occurring after such acquirement of title by the holder of any such mortgage or deed of trust.

5.6 Work Hours

No contracted work is allowed on the following designated days:

- A. All Sundays
- B. New Year's Day
- C. Martin Luther King Jr. Day
- D. Washington's Birthday
- E. Memorial Day
- F. Juneteenth
- G. Independence Day
- H. Labor Day
- I. Columbus Day
- J. Veterans Day
- K. Thanksgiving Day
- L. Christmas Day

Contractor work is permitted from 7AM to 6PM, Monday through Saturday. All exceptions to these stated Work Hours require prior CSC approval. Contractors include but not limited to plumbers, construction workers, electricians, and landscapers.

5.7 Construction Site Requirements:

5.7.1 All job sites will be kept in a clean and orderly condition. No materials may be stored or placed in the culverts, right-of-way, roadways, natural areas, or golf and lake frontages or adjoining properties. Cans, bottles, papers, food scraps, building wastes, tree pruning, and other debris must be cleaned up and removed on a continuing basis. Adjoining lots cannot be used as dumping grounds. All subcontractors and delivery vehicles are to cover their truck beds and refrain from littering the construction site and the roadways at Woodlake. Should a site be unacceptable in appearance, the CSC will contact the contractor by phone and initiate a two-day deadline to clean up the site. If the site is not cleaned up in the timeframe stipulated, a Stop Work Order will be issued and a possible fine may be rendered.

5.7.2 The Owner and Contractor agree that all personnel and materials will enter and exit Woodlake through designated construction entrances. The assigned CSC representative must be informed, by contractor, ideally a minimum of three (3) days prior to delivery of any large or oversized material or equipment. This is required so that the CSC representative can coordinate such delivery with POA security and the Director of Roads and Causeways. Such deliveries will be turned away by POA security if prior notice is not given.

5.7.3 Large construction trailers will not be allowed on job sites without prior approval by the CSC. Workmen's vehicles and construction equipment must be parked completely off the road so traffic will not be obstructed, or safety hazards created. Additionally, it will be the responsibility of the Property Owner and Contractor to ensure that all persons entering Woodlake on their behalf during the period of the construction project strictly adhere to all traffic and safety rules as established by the Woodlake community.

5.7.4 Damage to roads caused by construction vehicles must be repaired by the Contractor or Property Owner within 90 days of the date when the damage occurred. The CSC will inspect the condition of paved roads, shoulders, and gutters serving the site before and after construction. Any repairs not made by the Property Owner or Contractor will be made by the POA Director of Roads and Causeways and invoiced to the Property Owner at cost plus expenses, such cost to be a special assessment against the lot pursuant to the Rules and Regulations of the CSC and the Protective Covenants. Said assessment shall be a lien against the lot and enforced according to the CSC Rules and Regulations.

5.7.5 The Contractor is responsible for erecting suitable barricades as necessary to protect the natural areas around the build site and will be financially responsible for re-landscaping any disturbance of these areas.

5.7.6 Contractors are reminded of the requirements to keep sites clean. A trash receptacle i.e., wire basket, dumpster, etc., is required on every site. No stockpiling of dirt or debris is allowed. The street must also be cleaned of mud, dirt and trash. If sites are not kept up, the CSC may post a "Stop Work Order" until such violations are corrected.

5.7.7 Temporary utilities should be installed in a neat manner. The permanent sewer tap-in can be completed prior to final inspection with approval from the CSC.

5.7.8 Each construction site is required to have a job toilet for the use of workers. It should be located, inconspicuously, and may not be placed in the culverts, right-of-way, roadways, natural areas, or golf and lake frontages. The door of the job toilet will face into the property and placed 5-10 feet from the road.

5.7.9 Fires are not permitted on construction sites under any circumstances.

5.7.10 Temporary stone aggregate shall be installed in the driveway area (entrance for construction vehicles) so as not to drag dirt/mud onto roadways.

5.7.11 No additional sub-contractor signs shall be displayed on the construction site. Permits shall be posted in the permit box and may not be attached to any trees.

5.7.12 No alcoholic beverages or illegal drugs are permitted on any site. The playing of loud music is strictly prohibited.

5.7.13 All persons, including construction personnel shall drive carefully, obey the community speed limits and put-up cones and use flagmen when needed to warn of a potentially dangerous situation.

5.7.14 Any agents, subcontractors and employees of builders who violate construction site requirements or any other CSC or POA Regulations may be removed and prohibited from future entering the Community by the CSC.

6.0. Undeveloped Property Guidelines

It is the owner's responsibility to maintain their property which includes undeveloped lots to ensure the overall attractiveness of the community.

6.1 The property shall be free from endangering trees, including leaning and storm damaged trees. Diseased or infested trees that endanger the health of other nearby trees must be removed. Information regarding such diseases and infestations is available from qualified arborists or NC Forest Service.

6.2 If a lot has been cleared or partially cleared property owners will ensure the lot is kept in a clean appearance. If a property owner fails to properly maintain a lot the CSC has the right to hire a landscaper and assess the cost to the property owner.

TAB 2 to APPENDIX A (Rules and Regulations Governing the Community Standards Committee)

Dwelling and Setback Requirements

Community Standards Committee

* These are general guidelines. The governing documents are the Covenants for each Section and subgroup available from Moore County

Lots	Setbacks (in feet from drip line)			Utility Easements (In feet from drip line)		Min on 1 story (sq ft)	Minimum on 1 st story of 2 story (sq ft)	Minimum on 2 nd story of 2 story (sq ft)
	Front	Sides	Rear	Rear	Sides			
Section 1								
1A-14A	40	12	50	8	3	1500	1400	-
15A-105A	40	12	50	8	3	1500	1400	-
Section 2								
1B-182B	40	12	50	8	3	1500	1400	-
701-704	None			8	3	1500	1400	-
Section 3								
1-22	None			8	3	-	-	-
Section 4								
301-484	None			8	3	1500	1400	-
Section 5								
501-538 540-690	None			8	3	1500	1400	-
Section 6								
485-499	None			8	3	1500	1400	-
Section 7								
1-7, 24-72, 74-98 105-136, 143-145 156-219, 226-346 388-399, 501-533	0			8	0	8	3	1200
222-225, 347-392 400-441, 448-454 534-561	0			8	0	10	6	1200
*481-498, *701-889 890-924, *925-939 *5000-5040	0			8	0	12	8	1200
Section 10								
1-77	0			8	0	10	6	1200
*78-80, *505-523, *4100-4347, 4348-4351, *4352-4364	0			8	0	12	8	1200
4500-4550	0			10	0	8	8	1700
Section 11								
5041-5095	0			8	0	10	6	1200
*5096-5426; *5501-5536	0			8	0	12	8	1200

** Red Font = Patio Lot; See Tab 1, Sect 3.3 pg 6.

*** Setback and size requirements are governed by the restrictive covenants for Section 1-11.

**TAB 3 to APPENDIX A (Rules and Regulations Governing the
Community Standards Committee)**

Fee Schedule

Community Standards Committee

WOODLAKE CONSTRUCTION DEPOSIT AND FEE SCHEDULE AS OF 6/23/2022			
Project Description	Permit	Contractor Construction Deposit	Permit Required
Builder Spec Home	\$250.00	\$5,000.00	Yes
New Home\Townhouse	\$250.00	\$2,500.00	Yes
New Waterfront\Dock		\$500.00	Yes
New Home Road Use Fee - NON-REFUNDABLE	\$1,000.00		
MAJOR MODIFICATIONS			
Delivery of cement (ie. Cement truck)	\$250.00		
Additions\Inground Swimming Pools		\$500.00	Yes
Piers\Docks\SoPiers\Decks\Solar Panels		\$500.00	Yes
Outdoor California Kitchen			Yes
Roof material change of original roof			Yes
MINOR MODIFICATIONS			
Trellises\Arbors\Pergolas			Yes
Exterior Paint			Yes
Fence Installation			Yes
Developed Lot - Tree Removal			Yes
Developed Lot - Dead Tree Removal			Yes
Portable Toilet - On Site			Yes
Waste Dumpster - On Site			Yes
PODS / Trailers			Yes
#1.) A NON-REFUNDABLE ROAD USE FEE OF \$1,000 is required for all new home construction.			
#2.) When extraordinary conditions are present, a special bond not to exceed 5,000 may be required - As determined by the CSC (Community Standards Committee).			
#3.) Contractor Construction Deposit, Professional NC License on file are required for all projects that require CSC approval.			