



ARCHITECTURAL STANDARDS COMMITTEE (ASC)
19 CLUBHOUSE DRIVE SW
SUPPLY, NORTH CAROLINA 28462

ARCHITECTURAL STANDARD GUIDELINES FOR LOCKWOOD FOLLY

Residential Design, Construction Guidelines and Property Owner and Builder Information

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Dear Property Owner:

We are proud of our community, and we look forward to the addition of your residence or modification to the collection of fine homes that characterize Lockwood Folly. We want the design, approval process, and construction and or modification of your existing home to go as smoothly as possible, so we encourage you to familiarize yourself with our architectural review process and our Architectural Standard Guidelines in this document. The Architectural Standards Committee (ASC) is here to assist you in making the review and approval process a pleasant experience whether this is new construction or the modification of your existing residence. The ASC encourages the unique design that each site deserves. Our community is one of the premier golf course communities on the East Coast. To capture the magnificent views that each lot in Lockwood Folly was designed to have, and to aid you in that perfect home design, the ASC strongly recommends that you consult with a design professional.

WHY GUIDELINES?

The concept for Lockwood Folly was inspired by the natural beauty of the land and the variety of flora and wildlife, the setting for a premiere coastal community. The focus of Lockwood Folly is on preserving the inherent beauty and developing the community with an emphasis on value, quality, aesthetics, and environment. To maintain this focus and to preserve property values, the Master Declaration of Covenants, Conditions and Restrictions (here after referred to as the Declaration) for Lockwood Folly provides for the adoption of Design Guidelines. These Guidelines are intended to assist property owners and their contractors in the design, construction, and modification of their homes.

THE ARCHITECTURAL STANDARDS COMMITTEE (ASC)

The members of the ASC are appointed by the Board of Directors of Lockwood Folly Property Owners' Association, Inc. (POA). The ASC reviews site plans, exterior building, and landscaping plans to establish and preserve harmonious and aesthetically pleasing designs in Lockwood Folly. The goal of the ASC is to ensure that all plans submitted for review meet the criteria set forth in these Design Guidelines and that construction is completed in accordance with the approved plans in a timely manner. Property owners are eligible for appointment to the ASC. The ASC is not a "government building Inspector."

RESPONSIBILITIES OF PROPERTY OWNER

The ASC is responsible for the review and approval of all plans for new construction, major and minor modifications to the exterior of any new or existing structures and landscaping. Approval by the ASC does not constitute a representation or warranty as to the quality, fitness or suitability of the designs and materials specified in the plans. Property owners are responsible for working with their architects, designers, and contractors to determine whether the design and materials are appropriate for the intended use. Owners are also responsible for ensuring that their architects, designers, and contractors comply with the provisions of the Declaration, these Guidelines, and approved plans. Approval by the ASC does not assure approval by any government agencies that require permits for construction. It is the responsibility of the property owner to obtain all necessary approvals and permits. It is recommended

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that owners determine that their contractor has a current NC license that shows what size home and within what cost parameters the contractor is licensed.

The ASC does not take responsibility for, or infer by its approval; the structural soundness of the dwelling, or that the building(s) meets any restricting state or local codes.

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SECTION I - PRINCIPLES AND PURPOSE

1.1 In order to ensure that high design standards are achieved and to ensure that continuity of future development will be compatible with existing development, Lockwood Folly has declared and recorded covenants, conditions, and restrictions. The MASTER DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR LOCKWOOD (here after referred to as the Declaration) establishes the architectural Standards Committee and sets forth its jurisdiction, powers, obligations and the rules and regulations under which it will conduct its review of proposed improvements. Any statements contained in this document are to condense, amplify, or clarify provisions of the Declaration. In the event of a conflict, the Declaration's provisions will prevail.

1.2 The applicant is urged to carefully review all provisions of the Declaration for Lockwood Folly and, in particular Article 10. Section 5 and 6, prior to submitting an application to the committee.

1.3 The ASC, through its review process, ensures uniform application of its ASC Standard Guidelines. This includes defining aesthetic standards for construction in Lockwood Folly, examining and approving or disapproving any and all proposed construction projects for a building site within the subdivision, including but not limited to: dwellings, garages, outbuildings, or any other buildings, construction, or installation of sidewalks, driveways, parking lots, decks, patios, courtyards, swimming pools, tennis courts, greenhouses, playhouses, awnings, walls, fences, exterior additions to, change or alteration of existing structures; including, without limitations, fire pits, painting or staining of any exterior surface.

1.4 ASC approval must be obtained for fill operations, shaping of land areas and drainage, as well as removal of any trees more than six (6) inches in circumference measured at a height of four (4) feet from the base.

1.5 Any additions, alterations, color changes, or any and all improvements to the exterior of a home or any new construction on the lot needs to be reviewed and approved by the ASC. The review will be handled under the direction of the ASC Chairperson.

SECTION II - ADMINISTRATION OF THE ASC

2.1 The ASC shall consist of not less than three (3) nor more than eight (8) Lockwood Folly property owners appointed by the POA Board of Directors, one (1) Secretary and one (1) Director from the POA Board of Directors. The representative from the POA Board of Directors shall act as the Chairperson, be the presiding officer at ASC meetings, and shall be responsible for or delegate the following duties:

- a. Receiving and processing applications to the ASC.
- b. Answering questions concerning the ASC and representing the ASC to the property owners and to the general public.

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- c. Supervising of field review efforts.
- d. Preparing routine correspondence for the ASC.
- e. Preparing the minutes of the meetings.
- f. Assigning ASC committee members to be Project Managers on each ASC approved construction project.

SECTION III - ARCHITECTURAL STANDARDS COMMITTEE PROCEDURES

- 3.1 The ASC will conduct regular meetings necessary to carry out its responsibilities.
- 3.2 All decisions of the ASC will be final unless appealed pursuant to the appeals procedures set forth in Section IX.
- 3.3 Applicants will be notified, in writing, of all decisions of the ASC. Oral representation of any decision will not be valid and will not represent decisions of the Committee.
- 3.4 The ASC reserves the right to reject requests if all paperwork is not completed and submitted in full.
- 3.5 Applicants may have returned to them a copy of plans reviewed by the ASC with appropriate markings to amplify the comments or recommendations of the Committee. Markings on plans so received will not bind the ASC to any design indicated therein but are offered only as advisory comments.
- 3.6 The applicant will provide one set of final approved plans, with exterior modifications made during construction indicated, which will be retained by the ASC as part of a permanent record, along with paint colors, the manufacturer of the paint as well as color of roof shingles.
- 3.7 The applicant may reclaim special visual aids such as models, slides, etc.

SECTION IV – FEES

- 4.1 Renovations and Additions FEES:
 - a. A Project Completion deposit of \$500 (Renovation) or \$1,000, are to be made payable to LFPOA, must be submitted, refundable in whole or part upon successful completed of the project. Imposition of a project completion fee will be at the discretion of the ASC Committee. Amount of the fee will be based on the size and type of the project.
 - b. Minor renovations may not require a project completion deposit. ASC will determine upon review of project.
- 4.2 New House Construction FEES:
 - a. A non-refundable impact fee of \$3,000.00, payable by check made out to the Lockwood Folly Property Owner's Association. Check must accompany plan submission. This fee is intended to

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defer expenses associated with repairing the general wear and tear on Lockwood roads caused by the heavy construction equipment.

- b. A Project Completion deposit of \$1,000, made payable to LFPOA, must be submitted, refundable in whole or part upon successful completion of the project. Reasons for partial refund could include but not be limited to damage to existing landscaping, adjacent properties and roadways such as edges of roads damaged immediately adjacent to construction sites. Any damage must be repaired by the contractor as a final step in completing construction. Damaged asphalt will be removed and a 6" deep concrete patch installed. This road repair work must be completed by the end of the project. Failure to complete the project to the satisfaction of the ASC will result in the loss of the Project Completion deposit. If damage exceeds \$1,000 the additional cost will be taken out of the contractor's performance bond.
- c. A refundable General Contractors cash Performance Bond in the amount of \$2500.00 to be held against the contractor's performance to the covenants for as long as they are building in Lockwood Folly.

4.3. Mailbox Fee: Property owners will submit a mailbox fee of \$300 plus \$25 install fee if contractor is not installing.

SECTION V - APPEAL OF ARCHITECTURAL STANDARDS COMMITTEE DECISIONS

An applicant receiving a negative decision from the ASC is advised to revise plans in accordance with ASC recommendations and resubmit the plans to the ASC for approval. If the applicant is unable to comply with the requirements of the ASC, he may request a hearing before the POA Board of Directors. The request must be made in writing and be directed to the President of the POA Board of Directors. The POA Board of Directors shall convene a meeting to hear the appeal within fifteen (15) days of receipt of request. The POA Board of Directors may request consultation of other professionals as it deems necessary. The POA Board of Directors will conduct a review of the most recently disapproved plans of the applicant. The appellant will be given an opportunity to speak before the POA Board of Directors using whatever visual aids or consultants he feels appropriate. Five (5) members of the POA Board of Directors must be present for a quorum. H. A majority vote of the POA Board of Directors will carry a decision. I. All decisions of the Board of Directors will be final.

SECTION VI - CONTRACTOR ACCOUNTABILITY / PROPERTY OWNER RESPONSIBILITIES

6.1 Noxious or offensive activities: The Declaration prohibits noxious or offensive activities. Many residents walk or ride bikes through our community, including visiting children and grandchildren. Please ask your workers and sub-contractor to refrain from using foul or vulgar language. Lot Owners and Contractors will be held accountable for subcontractors, material delivery persons and any other agent of the owner doing business in Lockwood Folly, and are required to conduct themselves accordingly. Speeding and littering in the Development will not be tolerated and penalties may be assessed for violations. Loud vehicles, the playing of loud music or other disruptive noise will not be permitted.

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6.2 Site Cleanliness: The contractor is responsible for maintaining a clean construction site at all times and will provide one of the following trash containers:

- a. Dumpster, 30-yard capacity minimum, placed at least 15' from the road
- b. Alternate method to be approved by Lockwood Folly ASC. Note: All Trash Containers must be emptied when a Hurricane Warning is issued for the Area.

6.3 Portable Outdoor Toilet Facilities: Portable outdoor toilet facilities must be provided during construction. They may not be placed prior to final construction approval of the ASC, and must be removed promptly upon completion of construction. All Facilities must be screened, on three (3) sides, with white lattice, open toward the back of the construction site and be a minimum of 15' from the street.

6.4 Contractor Accountability: The Contractor will be held accountable for the following:

- a. Damages: The contractor will be held accountable for damage done by delivery people and sub-contractors to trees, roads, signs and other property and facilities. Contractors will be notified in writing and will be given one week to correct damages. Road repairs are to be completed after driveway is installed. Failure to act will result in the POA having damages repaired and having the responsible contractor billed for repairs.
- b. Materials: Materials must be stored within the property lines and not extend to adjacent property sites. A clear street right of way must be maintained at all times.
- c. Construction Equipment: Construction equipment will be kept on site. Vehicles parked on the street will be parked so as not to impede traffic flow.
- d. Working Days and Hours: Contractors, including but not limited to Service / Maintenance, Lawn Maintenance / Landscaping Services, etc. may work only during day light savings time hours of 7am-7pm, winter hours 7am-5pm Daylight savings time will define switch. Monday through Saturday unless an extension is granted, in writing, by the ASC. No contracted work other than on an emergency basis may be conducted on Sunday, or National Holidays. For the purpose of clarification, the following days are considered National Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

6.5 Home Owners and Absentee Property Owners Responsibility for Maintenance: Owners will be responsible for the following:

- a. Homeowners may affect routine repairs on their homes. However, they will be subject to the noxious and offensive activity prohibition contained in the Declaration and, at the discretion of the ASC, may be asked to cease activity if it is determined to be offensive.
- b. Lots not properly maintained will result in owner notification. If conditions are not corrected, the POA will contract to have the lot cleaned at the owner's expense.
- c. Homeowners are reminded that storage of equipment, vehicles, trailers, etc. on lots outside of garages is not allowed. Lockwood Folly has established homeowners limited storage (if available) at the boatyard and it should be used accordingly.

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- d. Absentee lot owners have the responsibility of year round maintenance of their property as provided for in the Declaration Article 10, Section 12.

SECTION VII - PLAN SUBMISSION PROCEDURES

7.1 One set of all plans (site, building, and landscape) must be submitted along with completed house plan information forms and signed contract.. Note: If the topography has more than a 3 foot fall, a topographical plan must be submitted and will serve as the "site plan".

7.2 Plans and all accompanying documentation should be submitted to the POA office.

7.3 Plans can be submitted to the POA office at any time and a meeting will be scheduled to review the submission at the earliest possible convenience of the ASC.

7.4 Date of receipt will be noted on the plans by the ASC.

7.5 Architectural renderings or photographs of the proposed design may be submitted to the ASC (at the discretion of the applicant) in addition to plans in order to determine the suitability of a particular style or design for construction in Lockwood Folly.

7.6 Review plans must include as a minimum the following:

- a. House plan submission packet which includes a signed contractor agreement and a completed color board form, including paint color name and manufacturer. All forms can be found and downloaded at lockwoodfollypoa.org
- b. Health department septic tank final permits (not site evaluation). The permit may not be expired and needs to be effective for the duration of the construction period.
- c. Drawings
 - a. Site plan at 1" = 20' (minimum) clearly showing:
 - i. North arrow
 - ii. Property lines with dimensions and bearings
 - iii. If lot falls more than 3', a topographical plan with trees 6" or greater in diameter delineated
 - iv. Location of the Septic System, as approved by Brunswick County
 - v. Location of dwelling on site with entry area, stairs and decks delineated and roof lines shown as dashed lines
 - vi. First Floor Elevation (FFE) above Sea Level must be indicated
 - vii. Setback lines shown
 - viii. Driveway walks and street shown with drainage swale and pipe under driveway indicated
 - ix. Service yard rigid enclosure and screened with bushes
 - x. HVAC rigid enclosure and screened with bushes
 - xi. Fences shown
 - xii. Lamp post shown a maximum of 25' from the street

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- xiii. Total Sq. Ft. of Impervious Surface Area and % of Lot
- xiv. Engineering required to control storm water runoff (per code) to include a minimum of Swales and the Locations and Length of French Drains. (Down spouts must connect to French Drains)
- xv. Roof plan, either on house footprint or submitted separately
- d. Landscape plans should be submitted after home dry in inspection. The plans size are at 1"=20'(min.) are required.
- e. Floor plans to scale 1/4" = 1'. These should be included for each floor. See sheet I, a foundation plan must also be submitted.
- f. Walls shown
- g. Windows and doors shown (min. of 1 window in garage)
- h. Overhangs and roof shown
- i. Dimension overall limits of plans
- j. Decks and patios
- k. Heated square footage in dwelling
- l. Elevations - front, rear, right and left sides
 - i. Show how building relates to ground level
 - ii. Show foundation screening, plant type and location
 - iii. Indicate overall height from FFE to ridge of roof and indicate the roof pitches
 - iv. Indicate overall height from grade to FFE. (min. 36 inches)
 - v. Show trim and corner decoration (4 inch min.) on all four sides gable ends must have returns
 - vi. If brick show details of siding quoins, rowlock sills, header course, water table course
 - vii. Wall section -1" = 1 '0" and other appropriate details showing exterior materials and eave fascia components / trim
 - viii. Color board - with samples must be submitted
 - ix. Mail box - will conform to neighborhood standard

7.7 The ASC reserves the right to reject requests if all paperwork is not completed and submitted in full.

SECTION VIII - SITE STANDARDS

8.1 Flood requirements: All residential structures constructed on a lot shall have as a minimum first floor elevation the level of the 100 year flood as designated on file with the Brunswick County Planning Commission.

8.2 Building setbacks (measured to foundation/wall line):

- a. Custom Homes:
 - i. Front - 25' - 0" minimum
 - ii. Side - 10' - 0" minimum
 - iii. Rear - 15' - 0" minimum

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- iv. Bordering golf course - 30' - 0" minimum
- b. Theme Sections (North Point, Spring Branch):
 - i. Front - 25' - 0" minimum
 - ii. Side - 5' - 0", except lots with Dwellings on pilings 10' - 0", minimum
 - a. **Spring Branch** lots along the marsh requiring building on pilings the side the setback will be a minimum of 10'-0"
 - iii. Rear- 15'-0" bordering golf course - 30' - 0" minimum
- c. Theme Section (Windward Village):
 - i. Front - 25' - 0" minimum
 - ii. Side - 5' - 0" minimum
 - iii. Rear- 15'-0" minimum Rear bordering golf course - 30' - 0"
 - iv. All homes in the Windward Village theme village have been located on a site plan. Only minor changes in site location will be permitted.
- d. Roof overhangs may extend a maximum of 2' - 0" into setbacks except rear yard setbacks on golf course lots.

8.3 Pre-construction site review: No lot will be cleared without ASC prior approval. Prior to any clearing and / or construction on the building lot:

- a. Property lines must be stringed between all four corners of lot
- b. House footprint must be staked out and lined with surveyors tape
- c. All trees to be removed, which are outside of foundation footprint, must be marked with surveyors' tape
- d. Based on the topographical nature of the lot, silt fences and/or other erosion control devices need to be installed prior to inception of grading activities. A drainpipe will be installed in the swale at the lot construction entrance to insure proper flow of storm water.

8.4 Fences: Vegetation landscaping is always the preferred method for screening utilities or objectionable sight elements; however, fences may be required to restrict entry to pools or serve as useful design elements to enhance a theme area, stand as a planting backdrop, provide privacy for outdoor spaces, reduce wind and provide sun "pockets" or identify and emphasize entries to patios. Fences must be a minimum of six (6") inches from all property lines. Fences within 10 feet of any property line as shown on all plats of record shall be subject to removal should the Association need to exercise its right to said easement (Declaration Article 3, Section 8). Fences may be of wood or other typical fence material and must harmonize in character and color with the house and surrounding environs. Open fences (picket, rail, etc.) with a maximum height of four feet (4') must be used in all applications. Unless carefully designed and integrated with the character of the property, fences used for any purpose may themselves become objectionable. Therefore, fencing must be limited to the minimum height and area necessary to achieve its purpose and remain compatible with the environs. Likewise, gates and other features should be of compatible design and color. The fence should attempt to define and create space rather than be merely used as a property delineator. Stockade style fences, chain link fences and golf course netting are specifically

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prohibited. Fences running more than 50% of any property line are prohibited. No fences shall be permitted in front of the building. No fences shall be permitted in the rear of the building on lots bordering the golf course. These setback restrictions also apply to sections of fences. Corner lots may face additional restrictions.

- 8.5 Exterior Appearance: No chain link fences shall be permitted on any lot within the subdivision, except for maintenance areas within the common areas. Further, foil or other reflective materials shall not be used on any windows for sunscreens, blinds, shades or other purposes, nor shall any window-mounted heating or air conditioning units be permitted. Except within screened service yards, outside clothes lines or other outside facilities for drying or airing clothes are specifically prohibited and shall not be erected, placed, or maintained, nor shall any clothing, rugs, or other item be hung on any railing, fence, hedge or wall. Any above ground propane tanks must be screened with wood lattice and plantings. Deck pilings must be screened if visible to public i.e., from the street, golf course, etc.
- 8.6 Driveways and Parking: Driveways, turnarounds and excess parking areas must be surfaced with brick, concrete or some other approved hard surfaced material. The driveway must provide adequate drainage provisions to accommodate a heavy downpour. All drives must provide a substantial apron at the road edge. Regardless of surface type, the drive must be at least 12 feet wide. Drives parallel to property line must have a 2' - 0" minimum-planted area along property line. Excess parking (parking outside the garage) must be provided for two (2) automobiles. Minimum back-up area @ garage 22' - 0". (30' is recommended). A minimum driveway area of 300 square feet within the property lines is required. Drainage swales must be maintained with a pipe under the driveway .
- 8.7 Connection to Street: Drives shall stop at the edge of the street and be 1" + 0.0" higher than the junction to the street. The POA may remove drive material extending into street pavement and repair it, and charge the cost to the owner.
- 8.8 Street Repair: The property owner is responsible for maintaining the edge of the street adjacent to his property during construction. The owner is to repair any damage to match the existing paving material or use a concrete patch, pre-approved by ASC. If the street damage is not repaired by the time of occupancy, the POA will effect repairs and charge the cost of the repairs to the owner. Pipe of adequate diameter may be required under the driveway at street connection to maintain water flow.
- 8.9 Street Drainage: No alteration to street drainage is permitted, unless such drainage is causing erosion to the property and approval has been received by the ASC.
- 8.10 Storage Receptacles and Service Areas: Every fuel storage tank shall be buried below the surface of the ground or screened to the satisfaction of the ASC.(see 6.5) Service Areas: Each Multi-Family Association and owner of a Lot shall provide visually screened areas, with a maximum area of sixty (60) sq. ft., to serve as a service area in which air conditioning equipment, lawn equipment and

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receptacles for ashes, trash, rubbish or garbage must be placed or stored in order to conceal them from view from the streets and adjacent properties and the Golf Course. The Architectural Standards Committee shall specify visual barriers and their location

8.11 Environmental Hazards:: All environmental hazards (i.e., gas/oil tanks) must be buried or screened with lattice or ASC approved material if above ground.

8.12 Exterior Lighting: Lockwood depends on lighting from lamp posts for a major portion of its street lighting. Post lamps will be located near drive entrances, a maximum of twenty-five (25) feet from the street, and will operate on photo sensors. Floodlights and/or spotlights are not to be used as a replacement for post lamps.

a. Properties along roadways, which have POA "Street Lighting", are not required to have a post lamp, but they are recommended for personal safety on the property. Plant lighting and landscape lighting is encouraged in moderation. Path lighting must be no taller than 3' mounting height and use no more than 20-watt incandescent lamps, or its equivalent. Landscape fixtures must be shielded by plantings and concealed in the daytime. All lighting is to be shown on Site Plan and detailed for approval.

8.13 Septic System: surface access hatches must be screened if above final grade.

8.14 Landscaping: A landscape plan must be submitted to the ASC no later than 30 days after the day the home is dried –in (roof on and door installed). Plans must be approved before landscape work starts. A successful landscape plan is composed of a number of elements that with quality design and execution contribute to a unified marriage of the natural environment and man-made elements introduced to the site. Irrigation of the lawn and planting areas is required and the irrigation plan must be shown on or with the landscape plan. These introduced elements will be reviewed by the ASC for effectiveness in solving some of the issues outlined below. On your wooded site, protecting existing trees and planting additional trees decreases temperature impacts of seasonal extremes, while at the same time providing privacy and beauty. The planting plan itself should sufficiently screen utility areas, break up the foundation of the building, buffer driveways and parking areas adjacent to property lines, and provide cover for areas disturbed during construction. Plants for screening should be appropriate and of sufficient size to ensure an adequate buffer within a year or two. The natural landscaping approach should concentrate your planting efforts adjacent to the house, especially near the entry. Ornamental plants, if used correctly, will provide a transition from the natural character of the site to the man-made structure of the home. Ground cover should begin this transition, which should progress to larger shrubs closer to the house. For maximum appeal, try to mix textures and color, but do keep the plan simple. A better effect can be achieved from using quantities of a few species rather than a few plants of many species. Straight line planting is discouraged. Planting should achieve a staggered, grouped effect as if grown naturally. All of the landscaping of lots must be completed within sixty (60) days of occupancy or substantial completion of the dwelling, whichever date shall first occur, unless an extension is granted, in writing, by the ASC.

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8.15 Minimum landscaping requirements:

- a. Planting:
 - i. Front yard, twenty (20) shrubs, minimum size 3 gallon
 - ii. Side yards, five (5) shrubs, minimum 3 gallon
 - iii. Rear yard, ten (10) shrubs, and minimum 3 gallon
- b. Ground cover minimum: All foundations will be screened with appropriate landscaping
 - i. Front yard minimum 40% of coverage to be sod
 - ii. Rear minimum 50% of coverage to be sod
- c. All ground cover must be maintained and weeds controlled on a continuous basis
- d. Planting beds: A minimum of one planting bed in the front yard to incorporate at least two (2) trees and six (6) shrubs.
- e. Screening shrubs are to be in addition to minimum requirements and must be 1' to 3' - 0" high at planting. Minimum five (5) three-gallon shrubs are required for each screened area.
- f. Addition of retaining walls or significant removal of landscape planting must be approved by the ASC. Additional plantings are to be at the property owner's discretion.

8.15.1 Minimum planting requirements (North Point Theme Village): Minimum planting in North Point will include one (1) tree, minimum size three (3) gallon on side yards in addition to the above plantings.

8.16 Care of Specimen Trees During Construction: All trees as designated by ASC Project Manager will be protected from damage during construction. It is suggested to lot owners that batter boards be erected and maintained around each tree to prevent damage by heavy equipment. This should be discussed with your builder. Excavations and installation of underground utilities and septic repair fields will be performed in such a manner as to avoid damaging the root system of trees. If, in the judgment of the ASC, a specimen tree is damaged or destroyed due to carelessness or avoidable activities on the part of the owner or contractor, the ASC will require the replacement of the tree with a new tree.

8.17 Mailboxes and Newspaper Receptacles: All mailboxes will be in accordance with ASC Guidelines. The Contractor or the Homeowner will submit a check for \$300.00 to the POA to cover the cost of construction and \$25 installation, if necessary. The box will be primed, painted (white or a light color matching the house or trim only) and installed at a time of occupancy to be set by the Homeowner. Mailboxes through the POA are constructed on a first come first served basis. A temporary mailbox will be provided until permanent installation. In the event the Homeowner chooses to procure the mailbox from another source the \$300 will be refunded when a conforming mailbox is installed. Homeowners will bear the cost of repairs and maintenance required keeping the boxes in first rate condition. Constructed POA mailboxes have a one-year guarantee on workmanship and materials. Setback from street must conform to U.S. Postal Service requirements. The U.S. Postal Service has guidance sheets available upon request.

8.18 Water Run-Off Requirements: Under the rules and regulations of the State of North Carolina, water run-off must be controlled on the home owner's property so that problems are not created for adjacent

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property owner, golf course property, or Lockwood Folly common property. Extensive lot grading is discouraged as it destroys vegetation and can be visually disruptive to the natural character of the land. Flat areas may require subsurface drainage solutions. Site design must direct water run-off into either Lockwood Folly's retention areas, or retain the water run-off on site. The ASC may require the owner to have a qualified engineer provide a site design at the owner's expense. Water problems, created by a home not complying with requirements, will be corrected at the homeowner's expense.

8.19 Contractor Signs: No signs may be placed on any lot except as allowed under Article 10 of Section 21 of the Master Declaration. The sign identifying the General Contractor and Architect can be a maximum of 48" x 72", unless a variance is granted, and its mounting, placement and appearance must be approved by the ASC.

8.20 Fire Pits or Recreational Equipment (Play Equipment, Basketball Backboards and Poles and Playhouses): Any homeowner placing recreational equipment or fire pits on their property must complete and submit a Renovation Approval with the ASC. Considerations must be given to, but not limited to, lot size, equipment size and design, amount of visual screening, etc. Equipment other than basketball backboards must be placed in rear yards. All equipment must be maintained in a good state of repair.

- a. Fire pits can be wood or gas but must be maintained and accompanied by someone while burning or hot coals are present. No fire pits are to be installed near streets or front yards and 30' from the golf course on golf course lots.
- b. Play equipment constructed of wood is encouraged; galvanized gray play equipment is acceptable. Painted metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.) should be painted dark brown or dark green to blend with the natural surroundings, or if located adjacent to a dwelling or fence, painted to match the background or screening structure. Gray paint that matches the color of galvanized metal will also be allowed. Brightly colored equipment should be located to minimize visual exposure from the front of the residence and the front of adjacent properties whenever possible.
 - i. All play equipment and fire pits must be maintained in a good state of repair. The ASC cannot rule on, nor is the ASC liable for, any safety aspects in regard to any play equipment or fire pits.
 - ii. Consideration should be given to neighbors with respect to location, sight, sound and color. General courtesy is expected when using any outdoor play equipment or fire pits.
 - iii. Vegetation screening is strongly encouraged in those instances in which high visibility exists. Perimeter plantings are suggested for any playground equipment.
- c. Basketball backboards and poles may be free standing or attached to dwelling and adjacent to paved surfaces where play will not interfere with neighbor's property. Free standing poles for

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basketball backboards should be painted dark brown, dark green or black to blend with the natural surroundings, or if located adjacent to a dwelling or fence, painted to match the background or screening structure. Fiberglass basketball backboards may remain all white as they come from the factory.

- d. Freestanding playhouses shall be confined to the rear yard only and shall not be used as storage sheds. Maximum dimensions shall not exceed 6' x 5' (length x width) and 6' to the roof peak. Playhouses are considered temporary structures and shall not be built on foundations or concrete slabs. Exterior finish shall be of natural wood or painted/sided to match the host house, roof color to the playhouse shall be natural or match that of host house. Single-width doors only are permitted in playhouse designs. Exceptions to these criteria will be considered as sheds. Playhouses, which are integral components of play-yard or swing set designs, will be considered under the Guidelines for that equipment as to size, materials and color.

8.21 Renovation: Any homeowner who commences renovation to the exterior of their dwelling or lot including but not limited to: color changes, construction, tree removal, recreational equipment must submit a renovation approval form found on the Lockwood Folly web site. The completed form, along with any supporting documents, should be submitted to the POA office for ASC review and approval. Please include all supporting documents and information to help with the approval process and wait for approval, in writing, from the ASC before beginning any work. Failure to do so will result in a stop work order and fines until the matter is resolved. The ASC will review all requests in a timely manner and determine whether or not the change is acceptable and provide a response to the homeowner. The ASC approves or denies all applications by objectively reviewing each application and making reasonable decisions.

8.22 Solar Collectors: Solar Collectors are permitted as restricted by NCGS Session Law 2007-279, Section 3 Article 3 Chapter 22B-20.

8.23 Road Side and Property Line Swales: In accordance with the recommendations of HDR Engineering in preparation of the Lockwood Folly Storm Water Master Plan along with the authority granted in the Declaration (Article X Section 6.C), the POA Board of Directors will enforce the road side and property line swales.

SECTION IX - BUILDING EXTERIOR DESIGN STANDARDS

9.1 Custom Homes:

- a. Custom Homes Phases 1 and 2
 - i. 1,800-sq. ft.
 - ii. More than one story - First floor minimum - 1500 sq. ft.
- b. Custom Homes Phase 3
 - i. 2500-sq. ft.
 - ii. More than one story - First floor minimum 1,800 sq. ft.

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- c. Custom Homes Phase 4 Lots 1-20
 - i. 1,400-sq. ft.
 - ii. More than one story - First floor minimum - 1,200 sq. ft.
- d. Custom Homes Phase 4 Lots 21-49
 - i. 1,600 sq. ft.
 - ii. More than one story - First floor minimum - 1,200 sq. ft.
- e. Custom Homes Phase 4 Lots 50-58
 - i. 1,800 sq. ft.
 - ii. More than one story - First floor minimum - 1,500 sq. ft.

9.2 North Point Village Theme:

- a. 1,200 sq. ft.
- b. One and one half story- First floor minimum- 1,200 sq. ft.

9.3 Spring Branch:

- a. 1,200 sq. ft.
- b. All homes must appear to be one story with the exception of future homes along the marsh requiring construction on pilings. Heated areas are allowed within the roof system.

9.4 Windward Village Theme:

- a. 1,200 sq. ft.
- b. All homes must appear to be one story with the exception of the Spy Glass model. Heated areas are allowed within the roof system

9.5 Building and Foundation Height: Building height is measured from the finished first floor elevation (FFE) to the roof ridge, a maximum height of 35'-0" and cannot exceed Brunswick County Building Codes. Note: Windward Village maximum height is 30'-0", Spring Branch maximum height is 20'-0". Finished 1st floor height must be at least 36" from ground level except for Spring Branch section.

9.6 Roof Pitch: Multiple rooflines are required on front elevation.

- a. Custom Homes Minimum 7/12'
- b. North Point Village Minimum 7/12'
- c. Spring Branch Theme Minimum 5/12' maximum 6/12'
- d. Windward Village Theme
 - i. Windward Village has 3 plans, which are designated for exclusive use, and all designs must be substantially these plans.
- e. Shed roofs will only be approved on an exception basis and only for porches or dormers in keeping with low country style architecture.

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9.7 Roofing Materials: Roofs to have architectural grade shingles with a minimum weight of 240 pounds. Metal is an approved material the color must be a subdued earth tone and approved by the ASC.

9.8 Entrances: The front entrance must be emphasized and clearly stand out on the front elevation. Sidelights and transoms are encouraged to add to sense of prominence.

9.9 Garages: All garages must be designed to accept 2 cars with minimum dimensions of 22'W x 22'L. Garage doors and trim must be clearly shown on elevations and must reflect the design used on the front entry.

9.10 Siding Materials: Custom Homes acceptable sidings: brick, stucco, wood, hardiplank, or any combination. No vinyl siding will be approved. Alternative sidings will be reviewed on an individual case basis.

a. North Point Theme:

- i. Base a minimum height of 12". Must be brick or stucco.
- ii. Balance of siding must be brick, wood, wood texture, Masonite, or hardiplank.
- iii. Windows of special shapes (arch, octagon, etc.) are encouraged and a minimum of one special shape must be in the front elevation design. All windows except casement windows shall be divided lite style.

b. Spring Branch Theme:

- i. Front elevation must be primarily brick, wood or hardiplank.
- ii. Balance of siding must be brick, wood, stucco, hardiplank or a combination of brick, wood and stucco.

c. Windward Village Theme:

- i. Siding to match three approved plans, (cedar, similar wood, or hardiplank).

9.11 Architectural Detail: Detail trim accents (corner quoins), lintels with keystones, trim around windows and door, handrails, etc., must be clearly shown on elevations. Clearly show porches, finishes, wall section and handrail details, Entry door design must be emphasized with sidelights and/or transoms. Covered entry porches with accent roofs, columns, and / or pilasters are encouraged.

9.12 Colors: All colors are to be approved. Earth tones encouraged. Painting the entire home a bright white is not allowed. Complete the ASC color board sheet spaces for each proposed color. As a service to prospective homeowners, the ASC will provide assistance with color selection. An exterior section 4' square, if required, will be painted and approved by the ASC Project Manager before proceeding further.

SECTION X - FIELD REVIEW

10.1 The ASC will perform periodic external only reviews at the building site. Project Managers acting on behalf of Lockwood Folly POA are adequately insured. Discharge of ASC responsibilities requires periodic access to sites; is a condition of building in Lockwood, and will not be considered a "trespass".

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10.2 At such time as the Contractor has completed the improvements in each phase, he shall request a review by the assigned project manager. Upon approval of review he may continue construction. ASC project managers will perform four in process reviews.

10.3 A foundation survey by a registered surveyor is required after foundation is complete. This is for the protection of the Builder, the Property Owner and the adjacent Property Owners. The survey is to be submitted to the ASC and approved before any work on the dwelling is to continue.

10.4 A foundation inspection is an in-process inspection is to ensure that the foundation has been located in accordance with ASC approved plans.

10.5 A dry in review request must be submitted when all walls, windows, doors and roof decking are installed.

10.6 A final review request must be submitted dwelling and landscaping are completed. Upon final approval the ASC will coordinate installation of owners' mailbox and perform final inspection to ensure that contractor has removed all residual construction material and a Certificate to Occupancy (CO) has been received.

10.7 The project manager from the ASC must approve the home for occupancy before the owners can move in.

SECTION XI – VARIANCES

11.1 Building setback guidelines and minimum size standards as established in the Lockwood Folly Architectural Standard Guidelines may vary from subdivision to subdivision within Lockwood Folly as part of the master plan of Channel Side Corporation.

11.2 The ASC may grant variances from these guidelines to alleviate hardships in any particular case or to adjust for physical conditions where strict compliance would not be practical. An indemnity release must be provided to both the POA and LFCCI should a variance into the golf course 30' setback be approved.

11.3 All variance requests must be submitted with the project submission documents and approved by the ASC. The requests must be in writing describing:

- a. a complete description of the variance requested.
- b. reason for the variance request.

SECTION XII - NON-COMPLIANCE PENALTIES

12.1 The ASC shall assess the contractor a non-compliance fine for every day the house is not complete, beginning nine (9) months after the lot has been cleared unless an extension has been granted, in writing, by the ASC.

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- 12.2 The ASC shall assess a homeowner a non-compliance fine of up to \$100 for every day that landscaping is not complete per previously submitted and approved landscape plan sixty (60) days after the completion of the home unless an extension has been granted, in writing, by the ASC.
- 12.3 Contractors or homeowners who disregard or change plans do not comply with the ASC Guidelines or do not construct the building in the manner described in the ASC approved plans will be subjected, on future projects, to a \$5,000 construction bond on new dwellings or a \$2,500 construction bond on renovations at the time of ASC project approval. This bond will be returned only after satisfactory completion of the project. Any damages or cost involved in correcting discrepancies or non-compliance with approved plans will be deducted before return.
- 12.4 All non-compliances of the Master Declaration of Covenants, Conditions and Restrictions and/or the Architectural Standard Guidelines for Lockwood Folly are subject to fines as determined by the Property Owners Association Board of Directors. The Governing Documents require the ASC to ensure that all lots are in compliance with the Master Declaration of Covenants, Conditions and Restrictions and the Architectural Standard Guidelines for Lockwood Folly. In instances where non-compliance is observed or reported, the following enforcement procedures will occur:
- a. The violation will be confirmed by a site visit by the ASC Administrator or an ASC member with the resident notified of the violation and requested to comply.
 - b. If the violation is not resolved within Fifteen (15) calendar days of the date of the initial violation notice, a notice will be sent by certified mail requesting compliance or inviting the resident to schedule an appeals hearing with the POA Board of Directors within thirty (30) days.
 - c. Should the resident ignore the notice to comply and has not scheduled an appeals hearing before the POA Board of Directors, the violation will be passed to the POA Board of Directors with a recommendation fines be implemented.

SECTION XIII - AMENDMENT

- 13.1 The foregoing rules and regulations may be amended at any time by a majority vote of the ASC with the approval of the POA Board of Directors.
- 13.2 No prior notices or announcements will be required to amend these rules and regulations.
- 13.3 Any preliminary or final plan marked, "received", on a specific date shall be subject to the rules and regulations applicable at that time.

SECTION XIV - SEVERABILITY

This document shall be rendered valid and enforceable should any of the provisions of this document or the application or effect thereof be invalid or unenforceable for any reason and to any extent. Those provisions, which are not invalid or unenforceable, shall be enforced to the greatest extent permitted by law.

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SECTION XV – REFERENCES

The Lockwood Folly POA website is a key source of information for new home builders as well as current residents. Please go to <https://lockwoodfollypoa.org/architectural-standards-and-forms/> for House Plan Instruction and Submission Packet, Impervious Surface Log, Tree Removal Request Form and Mailbox Form as well as other important information and references.