

Architectural Standards Committee Guidelines



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I. PHILOSOPHY

Suttons Landing is designed to be an exceptional living community. The Association is committed to respecting the environmental significance of our Community and creating an ambiance inspired by architectural styles. It is the intent of the Architectural Standards Committee Guidelines that its standards and criteria for building designs and plans shall be based on the balance between historic design and today's way of life.

Purpose of the Guidelines

The intent of the Guidelines is to communicate the ambience and values of the Community and to detail particular standards in a positive way so that owners, their architects, and agents know how to proceed on a construction project. The Guidelines also establish minimal standards for maintenance and upkeep of the landscape of the members' property and lots.

II. CONSTITUTION AND AUTHORITY

The Amended and Restated Declaration of Covenants, Conditions, and Restrictions in Article Seven set forth that the community preserve and establish the character of the land and buildings through the standards of the Architectural Standards Committee Guidelines, known hereafter as "Guidelines" coordinated by an Architectural Standards Committee, hereafter referred to as "Committee" or "ASC." This authority is promulgated by the North Carolina Planned Community Act, Article 3, Section 47F.

1. **Authority**

As defined by the Covenants, and addressed in Section VII of these Guidelines, all purchasers, and owners of lots in the subdivision are subject to these Guidelines. A permit from a government agency does not constitute ASC approval. The Committee has the right to refuse to approve plans and specifications which are not based on Architectural Guidelines. If a project has begun without approval of the Committee or changes are made during construction without the prior approval of the Committee, the Committee has the right to stop construction. A fine may also be imposed as provided in the North Carolina Planned Community Act, Article 3, Section 47F-3-102, Powers of Owners' Association.

2. **Enforcement**

Where there is a dispute between the Committee and an owner which cannot be resolved, then the owner, Committee, and the Suttons Landing Board of Directors (hereinafter referred to as Board) shall have recourse to all remedies, including arbitration.

3. **Violations**

Where a violation occurs, a written notice will be given describing the violation in detail. This notice will state the violation, time allotted to repair, and fee that will

occur if not repaired to ASC Guideline criteria within the time allowed.

4. As stated in the Amended and Restated Covenants, previously approved projects or plans that are in accordance with the Covenants, ASC Guidelines, and adhere to the stipulations documented in the approved project or plans shall be grandfathered.

III. ARCHITECTURAL STANDARDS COMMITTEE

1. The success of this planned community depends on compatibility of architecture, landscaping, and carefully planned building sites.
2. The Board has established the ASC, which will be composed of at least three people, and no more than five people, including a Chairperson. The names and address of the Committee will be maintained at the office of the Secretary of the Association along with the Directory of Board Members and Property Owners. The functions of the Committee are:
 - a. To receive complete design documents of new construction and exterior alterations of existing construction for review and approval.
 - b. To inspect projects during construction for compliance with the Guidelines and the approved plans.
 - c. To issue a Certificate of Compliance upon completion and after final inspection from the county. The ASC will complete a final exterior walkaround within thirty days of move-in.
 - d. To ensure community members follow approved Guidelines.

IV. DWELLING SIZE/MINIMUM STANDARDS

Residences shall conform to the following standards:

1. **Minimum Heated Square Footage for Single Family Homes**
Each Single Family, Detached, one-story Dwelling shall contain a minimum of 2,000 square feet of heated interior living space on the ground floor. Each Single Family, Detached, two-story Dwelling shall contain a minimum of 2,400 square feet of heated interior living space. Minimum square footage areas are exclusive of all, but not limited to, basements, garages, guesthouses, breezeways, porches, patios, balconies, Finished Room Over the Garage (FROG) for a single story, and unfinished attics even if said areas are enclosed.
2. **Setback Minimum as Per Perquimans County Building Codes**
All buildings shall be 25 feet from the front street, 15 feet from the side lot lines.
All waterfront buildings shall be set back 75 feet from the water.
All buildings not adjacent to water shall be set back 30 feet from rear lot line.
All buildings on corner lots must be 20 feet from the side street.

3. **Variances**

The Committee is receptive to variances on a case-by-case basis.

V. **CONSTRUCTION PROCEDURES – CONSTRUCTION REQUIREMENTS FOR NEW HOMES AND EXTERIOR ADDITIONS**

The following requirements shall apply to all builders involved in construction at Suttons Landing, their employees, and their subcontractors, and to any person who visits a job site in Suttons Landing:

1. **General**

- a. All activity by the builder shall be restricted to the lot on which he/she is building.
- b. Delivery and storage of materials shall be confined to the building lot only.
- c. A sign with a maximum area of four feet square, indicating lot number, property owner, and general contractor should be put up for the Building Inspector and supply companies. Subcontractors may erect a sign on the construction site while construction is in progress. All signs must be removed when the project is complete.
- d. The building contractor shall arrange for a suitable container for scrap building materials and trash to be placed on the lot in an approved or existing clearing without damage to existing plant materials designed to remain.
- e. The building contractor shall install a temporary gravel driveway after clearing to minimize the tracking of mud on streets. Sufficient gravel base must be maintained until the permanent driveway is complete.
- f. Any contractor, agent, subcontractor, and/or employee of participating builders who violate construction site requirements or any other ASC criteria may be removed and prohibited from entry into Suttons Landing by the ASC or the Board.

2. **During Construction**

- a. During construction on a lot or a dwelling, all vehicles involved, including vehicles delivering supplies, must enter said property on said property's driveway so as not to unnecessarily damage trees, street paving, and/or ditches.
- b. During construction, the builder must keep homes, garages, and building sites clean. All building debris, stumps, trees, etc. must be removed from each lot or dwelling by the builder or owner as often as necessary to keep the dwelling and/or lot free of debris. Such debris shall not be dumped, stored, or otherwise placed in any other area of Suttons Landing.
- c. Temporary fencing is to be erected according to county building codes.
- d. On-site burning is prohibited unless approved by the ASC and a permit obtained from the County Fire Department.
- e. Construction vehicles shall not be parked in any area other than on the building site or the roadway bordering the site. Vehicles will not be permitted to obstruct the

traffic flow.

- f. Construction work hours will be limited from 7:00am to 7:00pm, Monday through Saturday. No construction will be allowed on Sundays or certain holidays without prior approval of the ASC.
- g. The playing of loud music that may be annoying to residents is prohibited.
- h. Contractor pets and other animals are prohibited from the construction site.
- i. Property owners are liable for any injury or damage that may occur on the construction site.

VI. COMPLIANCE

Compliance with the Guidelines, Construction Procedures, and Construction Standards is expected. However, if the job site is at any time unsatisfactory in the opinion of the Committee, the Committee will implement one or more of the following actions in an effort to correct any discrepancies.

1. Notification to Owner and Builder.
2. Close down construction access to home site temporarily (Cease and Desist Order) until discrepancies are corrected.
3. Legal action taken by Suttons Landing Owners Association in accordance with the North Carolina Planned Community Act, Article 3, Section 47F-3-102, Powers of Owners' Association.

VII. APPLICATION FOR AUTHORIZATION TO BUILD NEW CONSTRUCTION/EXTERIOR ALTERATIONS/EXTERIOR ADDITIONS

1. Unless expressly authorized in writing by the ASC, including, but not limited to any dwelling, fence, wall, pier, driveway, or other structure, nor any exterior addition or alteration to any existing dwelling, nor any clearing or site work, shall be commenced, erected, or maintained upon the Properties, until plans and specifications showing the shape, dimensions, materials, basic exterior finishes and colors, location on site, driveway, walkway, parking, well, septic tank and drain field, HVAC system, floor plans and elevations, (all of which is hereinafter referred to as the "Plans") shall have been submitted and approved in writing. Applications are found at the back of the Guidelines or can be obtained from a committee member. Based on the Guidelines, the Committee has the right to refuse approval of any such plans and specifications that do not adhere to these approved Guidelines.
2. **Site Plan** – The site plan should be on a survey by a registered surveyor at a scale of 1" = 30'. The site plan should clearly indicate proposed clearing and grading, septic tank and drainage field areas, footprint of main house and all adjoining structures, attached or detached, driveway, walkway, HVAC, propane tank (buried or above

ground), permanently mounted generator, parking areas, piers, docks, patios, pools, hot tubs, and fences, and landscaping plan if known at the time.

3. **Architectural Plans and Schedules** – These should be professionally drawn.

Plans should show:

- a. **Foundation** – Layout of foundation and related structures, including decks and patios.
- b. **Elevations** – All four elevations showing all windows and doors, exterior siding, all fascia, trims, and details.
- c. **Roof Plan** – Plan of roof showing pitch of roof slopes.

4. **Project Fees** – A fee of Five Hundred Dollars (\$500) will be charged when an initial application is submitted.

5. Anything approved in an initial site plan and not completed within one (1) year of application approval date requires a new approval or an extension.

6. Any change in approved plans must be submitted and approved by the ASC before the change is implemented.

VIII. SUBMISSION OF PLANS AND APPROVAL

Before beginning construction and site clearing:

1. The Committee shall first approve the site plan and location of each Dwelling within the Properties.
2. Each property owner is initially and ultimately responsible for seeing that plans for a building project are submitted to and approved by the Committee and that house and site improvements are conducted according to the approved plans.
3. **Submission of Plans** – One complete set of necessary documents on a scale of 1":30' should be submitted along with an electronic copy of the documents to the ASC. The documents should clearly show the name of the property owner and the architect and/or designer, and builder for the project. A meeting with the homeowner and builder, if possible, should be scheduled to discuss the project and review the approval documents. The fee for the approval process should also be submitted and all Homeowners Association Dues must be current. No structure shall be constructed, or improvement shall be made unless it conforms strictly to the approved plans, specifications, and details. This required approval by the ASC is in addition to those required by the local, county, or state authorities.

4. **Stakeout** – The owner will notify the ASC that the project has been staked out and an ASC member will confirm compliance with approved plans.
5. **ASC Approval** – Following a satisfactory inspection, the Committee will issue a letter of approval with any necessary comments regarding the site plan and building plans. Approval must be given for construction to proceed.

IX. THE CONSTRUCTION PROCESS

1. **Progress Review** – The Committee or its agents, at various stages during construction, shall have the right to inspect all construction to ensure that the structure is in accordance with the approved plans, specifications, and details. Whenever the Association, or the Committee are permitted by these Guidelines to enter, or correct, repair, clean, maintain, preserve, or complete any other action within any portion of the Properties, the entering on, and the taking of such action shall not be deemed a trespass.
2. The property owner must obtain a Certificate of Occupancy from the county before they can legally move into the home.
3. Completion of the Project – When the building and all site work is completed, the homeowner has the responsibility to notify the ASC within thirty (30) days.
4. A representative of the Committee will make a final exterior review and inspection to determine compliance with the plan as approved.
5. Within three (3) months of construction completion, a general landscape plan is to be submitted to the ASC. The plan should be completed within six (6) months of construction completion.
6. Upon a satisfactory outcome a Certificate of Compliance will be issued to the property Owner from the ASC within thirty (30) days. Exterior additions will also need a final Certificate of Completion.

X. BASIC BUILDING PROCESS

All buildings shall be single family residences. Single or double wide mobile homes are not permitted. Manufactured/modular homes which conform to existing Guidelines, will be reviewed by the committee on a case-by-case basis. No temporary house, trailer, tent, garage, or other building shall be placed or erected on any Lot. However, the Association may grant permission for any such temporary structure for storage of materials during construction. No approved temporary structure shall be used as a Dwelling, and in any event, any approved temporary structure must be removed within fourteen (14) days after

the issuance of the county Certificate of Occupancy.

XI. NEW CONSTRUCTION/ADDITIONAL PERMANENT STRUCTURE/ADDITION TO EXISTING STRUCTURE SITING AND SITE MODIFICATION REQUIREMENTS

1. To preserve the aesthetic appearance of the Properties, no landscaping, grading, excavating, or filling of any nature shall be implemented or installed and until the plans have been submitted to and approved in writing by the Committee.
2. Landscaping and grading plans shall be reviewed and approved with consideration of the harmony of the proposed landscaping design, the environmental character of the surrounding area, the preservation of natural drainage patterns and erosion control, the visual impact on the surrounding areas, and the establishment of adequate shading and buffering regarding individual lots. Formal landscape plans are not required. The homeowner may use a copy of their approved site plan to hand draw their landscaping intentions. Landscape plans must be submitted within three (3) months of move-in and completed within six (6) months.
3. **Preservation of Existing Trees** – It is the intention of the Association to preserve the natural setting of the subdivision through the preservation of as much of the existing greenery as possible. The Guidelines in Section XI, #3, Preservation of Existing Trees, do not apply to new construction.
 - a. Unless located within ten (10) feet of a building or five (5) feet of a parking area, no tree having a trunk diameter of six (6) inches or more at a point of four (4) feet above ground level shall be removed without prior approval of the Committee.
 - b. This does not apply to dead or diseased trees.
 - c. If any such healthy tree is removed without approval of the Committee, the Owner shall replace it with a tree approved by the Committee.
 - d. In the event the Owner fails within thirty (30) days to satisfactorily replace the removed tree the Owner shall pay the Association a reasonable damage fee as established by the ASC.
4. When siting the house on the lot, consideration should be given to views, breezes, and solar orientation of the neighbors.
5. All impervious surfaces must comply with state and county environmental standards, including future improvements.
6. Setbacks shall be consistent with the setbacks listed in Section IV, “Dwelling Size and Minimum Standards.”

7. Septic Tank and Drainage Field

- a. Each property owner shall be responsible for the installation and maintenance of a septic tank and drainage field for their use on their property.
- b. Any wastewater system installed shall comply with local and state requirements. When the system has been installed, the area should be replanted with shallow-rooted vegetation, grass, flowers, etc. and incorporated into the overall landscaping plan.

XII. EXTERIOR MATERIALS

1. To maintain the ambiance and character of the community, no bright, loud, or unusual colors are permitted on exterior construction materials.
2. Siding material is limited to wood, brick, stone, vinyl, cement board, and stucco.
3. The following exterior material is not approved for construction: textured plywood siding, metal siding, decorative concrete block, concrete block (except concrete sub- surface wall), fiberglass, plastic or asphalt siding, fiberglass, or asphalt shingles for siding.
4. With advances in technology and new building materials, all exterior materials are subject to review and approval by the Committee.

XIII. DETACHED BUILDINGS

1. Detached structures and outbuildings, including, but not limited to, garages, sheds, pool houses, and guest houses, shall be designed to complement the material, color, and style of the house and to respect neighboring views. Specific locations of outbuildings should be coordinated with vegetative and topographic conditions on the lot, as well as that of adjacent lots.
 - a. Notwithstanding any other section herein to the contrary, detached garages/guest houses will be permitted, subject to the approval of the ASC. The architectural design of the garage/guest house must conform to the main building.
 - b. Any detached building other than the main dwelling house, including garages and guest houses shall be limited to a total of sixteen hundred (1,600) square feet, with a building footprint no larger than eight hundred (800) square feet. The ASC will consider variances.
 - c. Under no circumstances can any detached building contain more than two (2) stories and consist of more than eight hundred (800) heated square feet per story. Furthermore, under no circumstances shall the guest house be used to house paying tenants, or for other commercial purposes.

- d. Detached buildings, other than the main dwelling, are limited to one (1) unless approved otherwise by the ASC.

XIV. GARAGES/DRIVEWAYS

1. A minimum of a two-car garage is required. Carports are not permitted.
2. Garages should be visually played down. When site conditions permit, garages should be entered from the side.

XV. MAILBOXES

1. Mailboxes must comply with the requirements of the United States Postal Service.
2. Mailboxes should be consistent with the mailboxes already in use.
3. Questions about mailbox conformity should be addressed to the Committee.

XVI. FENCES

The use of landscaping for fencing is the preferred alternative for this community. Every effort must be made to retain the feeling of open spaces. The ASC will strongly encourage natural buffers rather than manufactured fences. A site plan showing the location of the fence, the design, and materials must be submitted and approved by the ASC.

1. An attempt to establish property lines using individual fencing is prohibited. Fencing around a limited area within a lot may be permitted following approval by the ASC.
2. Approved fencing material is open fence style black metal as currently found throughout Suttons Landing. Fences may not exceed five (5) feet in height on the side or back of the house. Fences may only begin at the rear corner of the house.
3. All fencing must be softened by landscaping.
4. Chain link, wire or other utility type fences will not be approved.

XVII. UTILITIES/ANTENNAS/HVAC EQUIPMENT/SOLAR PANELS

1. All utility lines of every type, including, but not limited to, water, electricity, telephone, television cables, or sewage must be underground.
2. To the extent that it is feasible, analog antennas, digital antennas, internet receivers, and satellite dishes, are to be placed in locations that are not visible from the street. Every effort must be made to place these devices as obscurely as possible. Due to changes in FCC regulations, placement of these devices may no longer be mandated.

3. The Association may install equipment necessary for master antennas for security, cable television, mobile radio, or other similar systems within the Properties. Should cable television services not be available or adequate television reception not otherwise be available to an Owner, then the Owner may make written application to the ASC for permission to install an outside satellite dish or television antenna.
4. All garbage containers, AC compressors, water softeners, oil/gas tanks, pool pump equipment, permanently mounted generators, etc., shall be in rear or sideyards and shall be screened from front streets and adjoining properties with approved screening material. Fuel storage tanks shall be buried below the surface of the ground or screened in accordance with the Guidelines.
5. Screening materials must be approved by the ASC and include, but are not limited to shrubs or trees, wood (painted or stained), vinyl, bricks, or decorative stone (no cinder block).
6. Solar panels will be approved by the ASC after a plan is submitted. Only panels installed on the roof of the dwelling will be considered for approval, not panels installed as a solar field on the ground.

XVIII. CONSTRUCTION COMPLETION

1. **After Construction**

At the end of the construction, the builder will restore all ditches, and drainage ways including fine grading and seeding. The builder shall also ensure positive drainage with no standing water, clean lot of all construction debris and trash, including debris from clearing, and remove all temporary fencing, facilities, equipment, and unused materials within 14 (fourteen) days of receiving a Certificate of Occupancy from the County.

2. **Construction Standards Completion**

- a. **Completion** – The exterior of any improvement permitted by the Committee shall be completed one (1) year from the start of construction. The Committee may permit an extension of this period in extenuating circumstances. Otherwise, the Committee shall recommend the Board to take whatever action is appropriate and necessary to stabilize and remedy the appearance of the property and lot in accordance with Section 5.4 of the Covenants entitled “Maintenance Action of the Association” at the expense of the homeowner. Furthermore, if the Committee, in their discretion, determines that the construction of the dwelling or the landscaping work is not being carried out in accordance with approved plans, the Committee is empowered to issue a work-stop order to put a halt to the work.
- b. Improvements not completed, or upon which construction has ceased for ninety

consecutive days, shall be deemed a nuisance. The Association may remove, repair, or complete the improvement at the cost of the Owner. The Committee has the authority to grant extensions.

- c. In the case of a natural disaster, the Committee and the homeowner will establish a timeline to repair/replace any structure that has been partially or completely destroyed.

XIX. ADDITIONS OF OUTDOOR LIVING/SWIMMING POOLS/SCREEN ENCLOSURES/RECREATIONAL EQUIPMENT

Additions such as screened porches, decks, and other outside living areas are to be approved in the initial submission of the house plans when possible. Add-ons are not permitted until approved by the committee under the following provisions:

1. Swimming pools must be sited with minimal disruption of natural grades. All pools must have appropriate fencing and screening, as per county specifications. Above ground pools are prohibited. Spas and hot tubs are permitted above ground and must be screened from street view.
2. Outdoor recreational equipment is considered a structure and must meet property setback lines as outlined previously in the Guidelines and be placed in the rear yard and not be visible from the street to the maximum extent possible. Outdoor recreational equipment, including, but not limited to, swing sets, sandboxes, and play yards shall be constructed of wood, vinyl, or other natural materials. Basketball backboards must be placed on the homeowner's property, not in the street.
3. Volumes on audio systems that can be heard outside the home must be kept at a reasonable level so as not to be a nuisance to adjacent neighbors.

XX. PIERS/DOCKS/DECKS

1. Piers and docks must meet the requirements stated by the Coastal Area Management Act (CAMA). After receiving approval from CAMA, a copy of the approval is required to be submitted to the ASC.
2. Decks are permitted and encouraged. The dimensions, material, location, and design must be presented and approved by the ASC.

XXI. LANDSCAPING/MAINTENANCE/EROSION CONTROL

In keeping with our philosophy, Suttons Landing is designed to be an exceptional and attractive living community. Maintaining a well-groomed community should be the goal of all SLOA members as it promotes pride and presents a community with a certain standard of quality. It also helps maintain property values and promotes property appreciation.

These guidelines are a means to meeting this goal and all members are expected to adhere to them. Members ignoring these guidelines may be subject to fines and maintenance costs. To ensure landscaping standards are maintained throughout the year, especially during the growing season (Mar-Oct), the ASC has set the following standards for SLOA members:

1. Homeowners shall mow and maintain their properties as needed to present an example for lot owners and potential newcomers.
2. Vacant lots shall be mowed, and lawns maintained free of debris, downed limbs and trash every two weeks during the growing season and as required for the remainder of the year.

In addition to the above, each Owner is responsible for maintaining the grounds of their Lot and exterior appearance of their Dwelling, including, but not limited to, erosion control measures, upkeep and care of walls, roofs, gutters and downspouts, excessive weeds and grass growth and unsightly trash. It shall be the express obligation, liability, and responsibility of the Lot Owner to maintain, repair and replace any erosion control measures which are situated on said Owner's portion of his/her Lot. Such maintenance, repair and replacement shall be conducted in accordance with the standards of the Architectural Standards Committee.

Each Owner is responsible for ensuring that the portion of the paved road (called Suttons Landing Road and Boat Landing Road) bordering their Lot is not damaged by their invited parties while entering and departing said lot (including, but not limited to damage that occurs as a result of the entrance and departure of construction vehicles and equipment). To reduce the likelihood of such damage to the paved road and withstand the weight of the construction vehicles, the owners of the lot must construct a paved driveway, partial paved driveway, or gravel driveway to protect the integrity of the paved road prior to commencement of construction. If such damage to the road occurs the owner is obligated to repair that portion of the paved road which was damaged. In the event that damage to the paved road is not repaired by the lot owner, or any lot or dwelling is neglected and uncared for through failure of an individual Owner to maintain their property as outlined herein, so that, in the discretion of the Association, its condition creates a hazard or presents an unsightly appearance within the Community, the Association shall have the right, but not the obligation, to provide necessary maintenance.

Lot Owner Default - Should any Lot Owner, in the sole judgement and discretion of the Association, fail to properly maintain, repair and/or replace the erosion control measures located on the Owner's Lot, the Association, its successors, heirs and assigns may enter upon said Lot and perform the necessary work to maintain, repair and/or replace said erosion control measures. Such entry by the Association, its successors, heirs, and assigns shall not be deemed a trespass. The Lot Owner shall be deemed in default of the Lot Owner's obligation to maintain, repair and/or replace erosion control measures when the

Lot Owner fails to so act within thirty days after written notice from the ASC.

Assessment and Lien - Lot Owner shall be assessed the full costs actually incurred in the maintenance, repair and/or replacement of the erosion control measures located on said Owner's Lot. In the case of failure to pay the charges or assessment, the Board shall place a lien on the Lot which shall be a personal obligation of the Lot Owner and shall be due and payable in all respects.

Maintenance Action By The Association - Where the Board determines that an Owner has failed or refused to carry out their duties under this Section, the Board shall take such action as is necessary to restore the property to the standards of the Community. Entry upon any property for this purpose by the Association, its agents or employees shall not be deemed a trespass.

XXII. DUMPING DEBRIS

In general terms, debris generated by a homeowner, contractor, and/or vendor should be discarded in accordance with the terms set forth by county and state law. Home and Lot Owners should discard trash and lawn debris at the local convenience sites within the county.

1. Recycling and creating compost from lawn debris is healthy for landscaping and is very environmentally sound as it keeps natural waste out of the landfills. Home/Lot Owners may collect their lawn debris for the purpose of making compost and mulch. Such areas should be confined and hidden from view using appropriate landscaping or screening material as outlined herein.
2. Dumping debris on neighboring lots is prohibited unless the owner provides written permission to the ASC identifying individuals with the approval. Lot owners granting such permission are responsible for the appearance of their Lot and must comply with paragraph 1 above.
3. In the absence of the Lot Owner, the ASC has the absolute right to withdraw the Lot Owner's permission if the lot becomes unsightly or otherwise distracting to the subdivision.

XXIII. PARKING BOATS/TRAILERS/RECREATIONAL VEHICLES

1. Parking boats, trailers, personal watercraft, and recreational vehicles on the street or on the property owner's lot is limited. The Association provides space for parking boats, trailers, recreational vehicles, and other items on the storage lot across from Boat Ramp Road. Any automobile, truck, bus, trailer, boat, recreational vehicle, or other vehicle must have a current registration and insurance to be placed on the

storage lot. Space is limited and is available on a first come, first served basis.

2. Parking recreational vehicles such as a motor home, boat with trailer, or other watercraft on the property owner's lot for the purpose of cleaning, performing minor repairs, and loading or unloading is limited to fourteen (14) consecutive days unless other arrangements have been made with the ASC.
3. Street parking for recreational vehicles, boats with trailers, and other type of equipment is limited to twenty-four (24) hours.
4. No commercial vehicles may be parked in a driveway or on the street, except for a commercial vehicle that is used as a personal vehicle. A commercial vehicle used as a personal vehicle is limited to one (1) vehicle per dwelling.

XXIV. REQUEST FOR TEMPORARY EXCEPTION TO ASC POLICY

The rules and provisions of this document are intended to set guidelines for the members of the community. If members are unable to adhere to these rules, members may ask for temporary relief from these provisions. Members must ask for the exception or waiver in advance. The exception request needs to be sent in writing or by email to the Chairperson of the ASC, or the Board. The request needs to include an explanation of the exception request with the start date and end date.

The exception is only valid upon approval from the ASC or the Board.

XXV. NOTICE OF COMPLAINT

From time to time, neighbors may have a difference of opinion on the application and enforcement of the Guidelines. It is the Committee's responsibility to clarify, interpret, and enforce rules as established by the SLOA. While the Committee encourages neighbors to discuss their differences amongst themselves, it is understood that there may be times when the ASC and the Board must formally intervene when a member has a complaint against another member as it pertains to the interpretation and enforcement of the standards. There are two methods for addressing a complaint.

1. If a member believes the Guidelines are inadequate to satisfy the needs of the membership, the member may submit a formal change to the Guidelines by following the steps defined in the Procedures for Revising the SLOA publications.
2. If a member believes that a homeowner or lot owner is in violation of the standards, the association member may file a formal complaint.
 - a. Formal complaints associated with the existing Guidelines should be in writing, signed by the complainant and submitted to the ASC.
 - b. The formal complaint shall contain a description of the alleged violation(s) including

- the appropriate standard(s) in question.
- c. Once the ASC receives the complaint, a copy will be sent to the Board of Directors with a recommended response.
 - d. With the Board's approval, the ASC will respond to all parties with the Board's decision.

XXVI OPPORTUNITY TO BE HEARD

Members found in violation of the rules and/or provisions have the right to challenge the Board. Members shall submit a written request or email to the Board asking for a meeting to discuss the alleged violation. Based on the evidence submitted by the member, the Board has the right to enforce or reverse the findings.

3. The member may bring any evidence as well as other individuals to the meeting as an advocate on the member's behalf.
4. In lieu of the member meeting with the Board, the member may send an advocate to speak on the member's behalf.
5. Anyone can represent the member; however, it is recommended that the advocate be someone from SLOA. It should be the goal of the meeting that a suitable resolution for all parties is reached.