

1/1/2025



Architectural Design and Change Rules and Regulations

These Rules and Regulations were approved and adopted by the Board of Directors January 1, 2025, and do replace any previous versions.

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Introduction

These Architectural Design Rules and Regulations are created for the purpose of ensuring:

- a. Compatibility of design among the housing units.
- b. Preservation of the original architectural appearance.
- c. Harmonious design throughout the community.
- d. Protection and promotion of property values.

This document provides Owners a general guide, design standards, the application process, and enforcement procedures. It is aligned with the Bylaws, Declaration and NC Statutes and has legal approval.

The rules and regulations are not intended to be punitive but are to protect the rights of each Owner in the community and help avoid legal complications that may arise from neighbor disputes. However, failure to follow these standards may subject the Owner to the enforcement provisions of this document, and other governing documents.

1. Architectural Control

Section 7.1 of the Beacon Townes Declaration

Approval Is Required for Unit Changes and Interior Features

To preserve the original architectural appearance of the Condominium Property, the structural integrity thereof and the Unit designs, including architectural and engineering aspects therein, no construction, reconstruction or Unit modifications of any nature whatsoever, except as specified in the Condominium Documents, will be commenced or maintained upon or within, the Building, including without limitation within a Unit and a Limited Common Element (Area), nor will there be any change, modification or alteration of any nature whatsoever of the design and appearance of any surfaces or facades, nor will any Owner paint any gate, fence or roof, nor will any Owner change the design or color of the exterior lights, nor will any Owner install, erect or attach to any part of the exterior any addition or change until after the plans and specifications showing the nature, kind, shape, height, materials, color change and location of same will have been submitted to and approved in writing as to harmony of design, color and location in relation to Design Guidelines adopted by the Board of Directors. Furthermore, such approval required by the Board of Directors shall extend to any interior features or aesthetic elements that are proposed to be changed. The failure of an Owner to secure the required approval of the Board of Directors as aforesaid, or to take such action, remedial or otherwise, as the Board of Directors shall at any time determine to be required hereunder shall be subject to the authority and enforcement powers of the Board of Directors as set forth in Section 17.6 (a) of the Declaration. The Board of Directors may delegate the architectural review functions to a committee, but enforcement of all violations shall remain with the Board of Directors. Following the approval of the Board of Directors, or of such committee delegated responsibility therefore, if such approval is granted, review and approval shall next be sought and secured pursuant to the Master Declaration, as may be applicable. (Beacon Townes Declaration of Condominium Section 7.1)

2. Architectural Review Committee (Hereafter referred to as ARC) Application Process

Owners must submit an ARC request for changes to their unit for consideration using the Beacon Townes ARC Submittal Form. Forms may be obtained from the Management Company or from the Beacon Townes online Portal. A separate form is required for each change being requested. Applications listing multiple changes/projects on a single form will be denied.

All information requested on the submission form must be completed in order to be considered for approval. Any required supporting documentation (plat and drawings) must accompany the application as applicable for the proposed change. An application submitted without all required supporting documentation shall be considered incomplete and will be denied.

Applications will be reviewed, and either approved or disapproved by the ARC and presented to the Board for final approval. Owners will then be notified by the ARC regarding the status of their application. The ARC pledges to make every effort to process Owner requests in a timely fashion; normally within thirty (30) days of submission. However, Owners should understand that the process could take longer depending on the completeness of the application. The ARC's review period will not commence until all required submissions have been provided. Upon completion of a project, the ARC will follow up to ensure the project was completed as described on the ARC Submittal Form.

Approved requests must commence within six (6) months of final approval, or a new application must be submitted to the ARC.

Approval by the ARC shall not be deemed a warranty or representation as to the quality of construction, installation, addition, alteration, repair, change or other work, or that confirms to any applicable building codes or other Federal, State or local law, statute, ordinance, rule or regulation. It is the Owner's responsibility to comply with all applicable City and State laws and obtain all necessary permits.

3. General Architectural Design Guidelines

These Design Guidelines have been established for The Beacon Townes Condominiums. References to "ARC" shall indicate the Board of Directors, or the Architectural Review Committee, if established by the Board of Directors.

In addition to ARC approval, certain architectural changes (such as fences) may require permits or approval from the Town of Carolina Shores and/or other Government agencies. It is recommended that these organizations be contacted to determine whether such permits or approval are necessary. Approval will be based on proof that the Owner has obtained all required permits as applicable. However, these approvals will not place the ARC under any constraints or pressure to approve conditions that countermand any conditions stated in these guidelines.

The ARC has the responsibility to prepare and promulgate the Design Guidelines, application, and review procedures, and will have authority over all construction, modifications, additions and alterations.

The ARC, in its sole and absolute discretion, has the right to approve/refuse plans, location, or specifications based upon aesthetic considerations. Owners may appeal a decision of refusal by the ARC

in writing to the Board of Directors within fifteen (15) days of refusal. The Board of Directors' decision on the appeal is final and binding.

These guidelines are not all-inclusive. They are intended to provide guidance to Owners regarding the most common improvements and decorative changes. Since there may be requests for changes other than those covered in the guidelines, Owners are advised to fill out an ARC Submittal Form before undertaking any change which represents a difference in the appearance of one's Unit.

Owners are responsible for contacting all local utility companies, as required, before starting any approved ARC project to verify the location of underground utilities, etc. The Owner will be responsible for the cost of all repairs to underground utilities due to their ARC project.

3.1 Architectural Design Standards *ARC Approval Required*

Owners may not alter any Common Area, Easement, or Right of Way:

- a. By any kind of planting
- b. Placing of benches or seating
- c. Building of any structure
- d. Allowing the accumulation of debris of any kind
- e. Establishment of gardens
- f. Adding, removing, or modifying trees, shrubs, and other plantings.

3.2 Awnings

Retractable or permanent awnings are not permitted.

3.3 Driveway, Paver, Sidewalk and Patio Surfaces *ARC Approval Required*

- a. Driveway, sidewalk and patio surfaces that are not screened may not be coated with paint, "stamped" or have any other decorative surface applied. They are to remain gray.
- b. Rectangular cement driveway extensions will be eighteen (18) inches wide **along one side only** of the driveway.
- c. Brid Jit (or similar) one-piece, black, rubber curb ramps are allowed. All other styles, including home-made devices, are not authorized.

3.4 Exhaust Fans, Skylights, Solar Tubes, etc.

These and other equivalent items are not permitted. Nothing may be installed so that it penetrates any part of the roof or other exterior component.

3.5 Exterior Lighting and Decorative Lighting Fixtures

- a. If exterior light fixtures are replaced, they must be of the same color and comparable size.

Installing new additional light fixtures is not allowed.

- b. Exterior lamps and bug zappers may only be used in the rear of the building.
- c. Motion Sensor lighting must be pointed in a downward position and not create a light nuisance.
- d. Decorative/accent exterior lighting fixtures are permitted within planting beds only and must be placed to not interfere with access for maintenance, pest control or landscaping. Accent lights must use a self-contained power source (batteries or solar powered) so as not to require wiring. They must be black or dark gray, may not exceed sixteen (16) inches in height, and sufficiently dimmed/reflected downward to not create a nuisance.
- e. The total number of objects/statuaries to include potted plants does not exceed eight (8) in the front, eight (8) on the sides (end unit), and no more than eight (8) at the rear of the property.

ARC Approval Required

- a. No fences or privacy screens of any kind may be constructed without

3.6 Fences/Privacy Screens the prior written consent of the ARC/Board of Directors.

- b. Privacy screen fences between Units on patios may not exceed a maximum height of six (6) feet and must be at the edge of the Owners Limited Common Area of a unit generally indicated by the color of siding on the unit.
- c. Full enclosed fencing not to exceed three (3) feet in height on the back and is only allowed within the Limited Common area of the Unit. The back of the fence must align with screen porches or sunrooms of other units in the building. The lawn within that area must be maintained by Owner in accordance with regular community landscaping maintenance.
- d. All fences and privacy screens shall be of solid white vinyl material unless otherwise approved.
- e. Owners are responsible for contacting all local utility companies to verify the location of underground utilities, etc., before proceeding with installation. If fences are installed over any underground utilities, the Owner must understand that the utility company has the right to remove a fence to effect repairs. The utility company is not responsible for damages or repair to fences resulting from these efforts.
- f. Once a fence or privacy screen is installed, the Owner assumes all responsibility for maintaining the fence.
- g. No fence or privacy screen may be attached directly to a building.
- h. Drawings, with dimensions to scale and indication on plat must be submitted with an ARC Submittal Form to show location of fence in relation to the building/patio/porch.
- i. No fence shall block or impede any existing drainage pattern, especially storm water flow. Should this occur, Owner will be responsible for all costs incurred in correcting the problem.

- k. Invisible fencing is not permitted.

3.7 Garages

- a. No permanent alterations, additions, or improvements can be made to any garage that would defeat the purpose for which it was intended (a shelter for automobiles). Garage spaces may not be permanently converted into a living area (e.g., family room or bedroom).
- b. Garage doors shall remain shut during the day when the garage is not in use.
- c. Garages are not to be used for sheltering unattended pets.
- d. Garage screens are not allowed.

3.8 Garden Flags/Flags/Reflecting Balls/ Statuary/Potted Plants/Signs/ Benches/Accent Lighting

Reflecting balls/accent exterior lighting and statuary items are permitted in the planting beds in the front, and on the sides (end units) and in the rear of buildings provided the following criteria is met:

The total number of objects/statuaries to include potted plants does not exceed eight (8) in the front, eight (8) on the sides (end unit), and no more than eight (8) at the rear of the property.

One decorative garden flag is allowed in front of the units but will be restricted in size to no larger than 12"x18". This also applies to flags within the Limited Common Element at the rear of the building. One Military Service, Collegiate, Holiday, or the American flag no larger than three (3) feet by six (6) feet may be displayed on a pole attached to the trim only. Flag mounting brackets are not to be mounted on the vinyl siding.

The ARC will evaluate all proposed or installed exterior decorative objects solely in terms of design, execution, and general appropriateness, in order to prevent such objects from having a significant negative impact on adjoining units, the neighborhood setting, and the Beacon Townes community at large.

Potted Plants may be placed in front of the unit on the landing so long as they do not impact egress and ingress from the unit.

Artificial flowers or plants are not permitted unless within enclosed porch.

3.9 Ground Covers (Mulch, Pine Straw, Stones)

Ground covers must stay within the planting beds and be at a minimum depth of two (2) inches. Mulch may be substituted for pine straw at Owner's expense. Any substitute ground cover must be refreshed in accordance with the semiannual replenishment schedule of pine straw in the community.

ARC approval is granted for mulch substances which are both natural and manufactured, such as: dyed pine bark (black or brown), hardwood chips, shredded hardwood, whole bark nuggets, and

rubber mulch manufactured from recycled materials (black and brown). Any other material needs to have ARC approval before installation.

Landscaping Stones - ARC Approval Required

Landscaping stones must meet the strict definition of commercial landscape stones in size, material, contour and color. Only two (2) to four (4) inch natural colored river rock stones are allowed. All beds where landscaping stones are placed must be edged with approved material including:

- a. natural colored concrete, brick and stone products that are designed for landscaping edging or
- b. black or brown metal or poly/vinyl edging may also be used.

The total height is not to exceed four (4) inches.

3.10 Outdoor Hot Tubs and Spas

Any outdoor unit with a system of underwater jets of water to massage the body is not permitted.

3.11 Hurricane Storm Protection Systems for Doors and Windows

ARC Approval Required

The installed system must be a complete pre-engineered and manufactured system that meets and conforms to all governing codes for hurricane/wind loads. All of the permanent components (attached to door and window frames) must have a factory-applied, white weather resistant finish that includes a manufacturer's warranty.

An ARC application with a materials list, and all pertinent documents along with the method of installation are required. Owners will be liable for any damage done to the structure upon installation or any damage done from repetitive use. Shutters may be put up 48 hours before the storm event and must be taken down 48 hours after the event. If a storm has caused damage where the 48 hours to take down is not possible, the Board will extend the take-down time until the cause is cleared.

3.12 HVAC Units *ARC Approval Required*

Heating, ventilation, and air conditioning (HVAC) Units are not to be relocated unless deemed necessary.

3.13 Painting/Repair of Doors, Windows, Screens, and Shutters

Maintenance and repair of all exterior doors (including the supporting jamb, threshold, trim and hardware), windows, and screens are the responsibility of the Owner. If any door, trim or jamb requires paint, it must be repainted in the original color. If doors require replacement, they must be of the same design and specification as the one originally installed by the builder. Shutters will be refurbished periodically on a schedule determined by the HOA.

3.14 Patio Expansions/ Porch Enclosures *ARC Approval Required*

Drawings with dimensions to scale, and location on plat must be submitted to show proposed patio expansion with relation to the adjoining units. Patios are to be made of concrete, and expansions are subject to the requirements of Section 3.4(i) of the Declaration, as follows:

“As part of the original construction of a building, the Declarant shall construct at the rear of each Unit a patio, which an Owner may enclose as a porch. There shall exist at the rear of each Unit a Limited Common Element adjacent to the enclosed porch originally constructed by the Declarant or added by the Owner, or from the originally constructed patio, if not to be enclosed as a porch, and running perpendicular to the side of the existing porch or converted patio and parallel with the rear of the Unit, and shown on the as-built survey that is a part of the Plans. An Owner may, upon review and approval of plans therefore, pursuant to Section 7.1, add within the Limited Common Element, a concrete patio no larger than the size indicated in the Declaration, Exhibit “C” under the column labeled “Max Patio Exp (d’ x w’)” which shows the maximum patio depth and width size. Furthermore, an Owner may provide his or her own landscaping, approved pursuant to Section 7.1, to the Limited Common Element, and upon doing so, the Owner shall, pursuant to Section 8.2, be responsible for maintenance and repair of the Limited Common Element adjacent to the Unit and within which the Owner has expanded his or her Unit’s patio or enclosed porch and/or provided landscaping. If an Owner does not expand his or her patio or enclosed porch or provide his or her own landscaping within the Limited Common Element, as evidenced by the architectural and landscaping review records maintained by the Board under Section 7.1, such unimproved Limited Common Element shall be maintained by the Association in the same manner as all other landscaped Common Elements at the rear of the Building.”

3.15 Pavers *ARC Approval Required*

- a. One row of pavers not to exceed eighteen (18) inches in width may be placed in the Limited Common Area along one side only of the driveway. Pavers are also permitted to extend the patio within the Limited Common Area located at the rear of the buildings. Drawings must be submitted showing proposed color (earth tones) and location of pavers. Design and layout must be harmonious with surrounding Common Areas.
- b. Steppingstones are permitted in planting beds only.

3.16 Planting Beds *ARC Approval Required for Palms*

- a. The Owner may add flowers, both annuals and perennials and shrubs to the planting beds in front, on the sides (end units), and in the rear of each home as originally laid out by the Builder. The addition of dwarf palms is permitted; however, ARC *approval* is required. The number to be planted, the size, location and species must be included with the ARC request. Maintenance and care of any new plantings are the responsibility of the Owner. All plantings must be trimmed/pruned to maintain a cared-for look and a height of no more than four (4) feet.

- b. No trees of any size or species are permitted to be planted in any planting bed.
- c. When adding or replacing plantings in the beds, the Owner will also be responsible for any structural issues over the years that may arise due to the plantings.
- d. If an Owner replaces a shrub originally planted by the Builder, the HOA is not obligated to replace it at a later date. Subject to review by the Board.
- e. No planting bed is permitted to be expanded in size by the Owner.
- f. If a shrub, originally planted by the Builder, dies, contact the HOA for a replacement. Due to the age and growth of original plantings, the replacement will be smaller.
- g. Trees in the front of each Unit are not to be removed or replaced by an Owner.
- h. Only natural colored concrete, brick and stone products that are designed for landscaping edging can be used to edge planting beds and trees. Black or brown metal or poly/vinyl edging may also be used. The total height cannot exceed four (4) inches.

3.17 Pools

Inflatable pools or slides are not permitted.

3.18 Porch Screen Shades

Must be unobtrusive using natural solid colors.

3.19 Satellite Dishes and Antennas *ARC Approval Required*

Satellite dishes are allowed with prior written approval from the ARC/Board; however, the following stipulations must be followed:

- a. Satellite dishes may not be larger than 24" in diameter.
- b. No dish shall be mounted to the roof or any exterior surface of the building.
- c. No dish shall be installed in any portion of any Common Area or in the front yard.
- d. The only allowable location for dishes is within the rear Limited Common Area (which includes the patio, screened porch, or grassy area that encompasses the building envelope of the requesting Owner).
- e. Certain installations may require that the dish be mounted on a pole or tripod outside of the intended protection of a screened porch. Note that should a high wind rip the dish from its mounting, Owner will be responsible for any resulting damage to the structure.
- f. Owners are responsible for contacting all local utility companies to verify the location of any underground utilities before proceeding with installation. If a dish is installed over any underground utility, the Owner must understand that the utility company has the right to remove a dish to effect repairs. The utility company is not responsible for damages to, or reinstallation of, dishes resulting from these efforts.

- g. Care should be exercised so as not to damage surrounding landscaping during installation.
- h. No television antenna, radio receiver or other similar device will be attached or installed on any portion of a building.
- i. If it is determined that a roof installation is required, the Owner must submit to the ARC a "Roof Installation Plan" provided by the Satellite Dish Provider which includes location, installation options and reception readings.
- j. Owner accepts full responsibility for any and all damages that may occur to their Unit or a neighbor's Unit or individual property.
- k. The Owner is also acknowledging their responsibility to have dish professionally removed and area repaired if service is discontinued, or Unit is sold.

3.20 Solar Panels

Not permitted.

3.21 Storage Buildings/Outbuildings/Sheds

Not permitted.

3.22 Storm Doors *ARC Approval Required*

Storm doors frame must be white or match the color of the front door. Screens are acceptable if they are full-view, or where the top half of the glass lowers to reveal the screen.

3.23 Temporary Structures

Screen rooms, sunshades, tents, dog houses, aviaries, or any similar structures are not permitted in the Common Area, Limited Common Area, or in the front of the Units.

3.24 Window Air Conditioners/Fans/Supplemental Heating or Cooling

Window air conditioners or fans, along with any type of heating or cooling device, which breaches an exterior wall when installed are not permitted. Window air conditioners may not be permitted except in the case of an emergency with Board approval.

3.25 Window Coverings

Must be white or off-white in color.

3.26 Window Tinting

Applying window tint requires an **ARC Submittal Form** that must be accompanied by a sample of the material showing the exact tint density.

4. Enforcement Process

The primary objective for enforcing compliance with our Architectural Guidelines is to maintain the quality, appearance and value of our neighborhood.

An exterior change made without approval of the ARC constitutes a violation of the Declaration. A violation may require removal or modification of the work at the expense of the Unit Owner or payment for damages incurred by the Association in having the work removed or modified.

The ARC may inspect authorized modifications in progress, as well as the community in general, to identify apparent and flagrant violations. Additionally, all Owners have the right to notify the ARC, the Board of Directors or the Management Agent of apparent violations of any provisions of these Architecture Guidelines.

The ARC will investigate each reported violation and, if valid, will issue a Notice of Violation as noted below. Failure of the Owner to comply with the required corrections could lead to the Association levying fines or filing legal action against the Owner.

ARC Guidelines help homeowners live harmoniously in the community as a whole. Violations can affect the value of the community and the quality of life within the community. Reported violations will be investigated and, if valid, a Notice of Violation will be issued.

4.1 Reporting Violations

Architectural standards help ensure that Beacon Townes' property values are maintained. It is not possible to inspect the property every day, nor is it likely that every complete but unauthorized modification will be noticed during an inspection. Therefore, we must rely on each other to maintain the standards of our community. A word to your neighbor beginning a project who may not realize an approval is needed would be appreciated. Failing that, a call to the Managing Agent to report modifications in progress that may not have ARC approval is the responsibility of each member of the community. Additionally, Owners have the right to notify the ARC or Board of Directors of apparent violations of provisions of the Architectural Rules and Regulations.

NOTICE OF VIOLATION

Violation Notices are issued by the Managing Agent or persons authorized by the Board of Directors to do so. The Notice of Violation shall be sent by U.S. Postal Service mail and by email to the Unit Owner of record. The notice will include the specifics of the alleged violation(s) including a stop work order and notice that the Owner can request a hearing within fifteen (15) days from the date of the Notice of Violation letter.

4.2 Penalty/Fines – Failure to Submit an ARC Application or Request Approval in Advance of an Architecture Project

- a. First a **Notice of Violation** will be mailed and emailed to the Unit Owner with specifics of the violation including a stop work order. The owner will have fifteen (15) days from the date of the Notice of Violation letter to submit an ARC application for approval or request a hearing.
- b. If after fifteen (15) days, the Owner does not submit an ARC application or request a hearing, the Board will schedule and send a **Notice of Hearing** to the Owner of the date, place and time of the hearing. The Board will hold the scheduled hearing to determine the fine that is sufficient.
- c. Following the Board hearing, a **Determination Letter** will be mailed and emailed to the Owner to notify him/her that he/she did or did not attend the hearing and the Board, after the hearing, determined that the violation(s) exists and details of the fine. The Determination Letter will specify the amount of the fine and that it will commence in five (5) days from the date of the Determination Letter.

Fines of one hundred dollars (\$100.00) per day may be charged to the Unit Owners account to be collected in the same manner as monthly assessments, until the violation is corrected with approval of the ARC and/or the Board. Continued noncompliance after thirty (30) days may result in legal action against the Unit Owner.

4.4 Costs

In the event of any violation of the ARC Guidelines or Declaration, the Board of Directors reserves the right to pursue any and all legal remedies to compel enforcement, legal and equitable.

Any restoration cost incurred by the Association to bring property into compliance will be charged to the offending Unit Owner. Any and all fines, costs and attorney fees shall be charged to the account of the offending Unit Owner at the time they are incurred and shall be collected in the same manner as the monthly assessment, as outlined in the Declaration.

4.5 Hearings

Provided the Owner has properly requested a hearing, that Owner will be given a maximum of one (1) written notice informing him or her of the time and place where the Board of Directors or a duly authorized committee will conduct a hearing to review the case. At that time, the Owner in violation will have an opportunity to defend him or herself. All hearings will proceed with or without the presence of the Owner in violation. The decision of the Board or its duly authorized committee will be sent to the Owner in writing within five (5) days after the hearing and the decision will be binding upon all parties.

These Rules and Regulations were approved and adopted by the Board of Directors January 1, 2025, and do replace any previous versions.

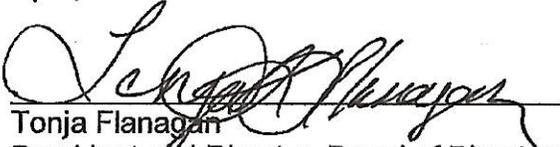
**UNANIMOUS CONSENT TO ACTION
BY THE BOARD OF DIRECTORS
BEACON TOWNES AT CAROLINA SHORES CONDOMINIUMS
c/o AAM, LLC**

The undersigned, Board President for the Board of Directors of Beacon Townes At Carolina Shores Condominiums hereby take the following action in writing and without a meeting.

RESOLVED that the Board of Directors hereby adopts the attached Bylaws dated September 28, 2006.

IN WITNESS WHEREOF, the undersigned have executed this consent as of the 20th day of

April, 2018.


Tonja Flanagan
President and Director, Board of Directors