



Architectural Review Board Policies and Procedures

Approved and Effective this 19 day of August 2025

Table of Contents

1.0	Introduction.....	1
1.1	Objective of the Policies and Procedures	
1.2	Relationship to Legal Documents	
1.3	Policy Compliance	
2.0	Organization and Responsibilities.....	2
2.1	Mission and Function	
2.2	Authority	
2.3	Membership	
2.4	Meetings	
2.5	Scope of Responsibilities	
2.6	Enforcement and Appeal Procedures for Property Owners	
2.7	Limitation of Liability	
2.8	Communications	
3.0	Architectural Design Requirements for Developed Properties.....	4
	<i>Plans that do not meet the following standards will not be approved</i>	
3.1	General Standards	
3.2	Dwelling Size	
3.3	Setback Requirements	
3.4	Elevations	
3.5	Lot Coverage	
3.6	Design Duplication	
3.7	Exterior	
3.8	Roofs	
3.9	Solar	
3.10	Chimneys	
3.11	Decks, Patios, and Porches	
3.12	Shutters, Awnings, and Canopies	
3.13	Garages and Driveways	
3.14	Proposed Additions to Existing Homes	
4.0	Site Requirements for Developed Properties.....	9
	<i>Plans that do not meet the following standards will not be approved</i>	
4.1	Irrigation and Wells	
4.2	Fences	
4.3	Satellite Dishes and Antennas	
4.4	Mechanical Equipment Location	
4.5	Trash and Refuse Containers	
4.6	Firewood and Landscape Materials	
4.7	Accessory Outbuildings	
4.8	Clotheslines	
4.9	Sport Courts	
4.10	Flagpoles, Basketball goals, Swing Sets and Recreational Equipment	
4.11	Mailboxes and Address Signs	
4.12	Decorative Objects	
4.13	Spas (Hot Tubs, Whirlpools, etc.) Docks and Fire Pits	
4.14	Exterior Lighting	
5.0	Landscape Requirements for Developed Properties.....	15
	<i>Plans that do not meet the following standards will not be approved</i>	
5.1	Artificial – Synthetic Turf Grass	

5.2	Natural Fencing	
5.3	Restrictions on Removal of Trees	
5.4	Foundation Landscaping Requirements	
5.5	Landscaping on PPOA Property	
5.6	Restrictions on Overgrowth	
5.7	Protection of Golf Course and Waterfront Views	
5.8	Landscape Changes after Occupancy	
6.0	Submittal Requirements for Proposed Construction.....	18
6.1	Preliminary Submission	
6.2	Submission of Plans	
6.3	The Design Review Package	
6.4	Mandatory Contents of Site, Building and Landscape Plans	
7.0	The Submittal Review Process.....	21
7.1	Design Review Decisions	
7.2	Conditions of Approval/Rejection of Plans	
7.3	The Design Review Appeal Process	
7.4	Variances	
7.5	Approval Expiration	
7.6	Construction Deposit	
7.7	Return of Construction Deposit	
7.8	Failure to Pay Construction Fines	
7.9	Builder Impact Fee and Road Use Fee	
8.0	The Construction Process.....	23
8.1	Starting Construction	
8.2	Construction Time Limitation	
8.3	Erosion Control	
8.4	Site Maintenance	
8.5	Conduct of Workers	
8.6	Right to Enter for Inspections	
8.7	Revisions and Changes during Construction	
8.8	Termination or Replacement of the Builder	
8.9	Final Inspection	
8.10	Violation and Enforcement	
9.0	Demolition.....	28
10.0	Appearance and Maintenance Guidelines for Developed Properties.....	28
10.1	Introduction	
10.2	Lawn Care	
10.3	Tree Removal	
10.4	Exterior Surfaces	
10.5	Docks and Bulkheads	
10.6	Roofing	
10.7	Erosion Control	
10.8	Garage Doors	
10.9	Bushes and Shrubbery	
10.10	Sapling Tree Density	
10.11	General Appearance	
11.0	Undeveloped Property Guidelines and Procedures	31
11.1	Appearance Guidelines	

11.2 Enforcement Procedures

12.0 Modifications 32
12.1 Minor Modifications
12.2 Major Modifications
12.3 Pools
12.4 Exterior Additions
12.5 Project Proposals

1.0 Introduction

1.1 Objective of the Policies and Procedures

Pinewild Property Owners Association (“PPOA”) is committed to excellence, reflecting a strong determination and desire to create a superior living environment in a private residential, golf and tennis country club community. PPOA thus established, in order to encourage the development and maintenance of an attractive community, a standing committee designated as the Architectural Review Board (“ARB”). These Policies and Procedures (“P&Ps”) are written pursuant to Section 1.27 of Pinewild’s Covenants, Conditions and Restrictions and are intended to facilitate creating a community concept, with careful attention to the natural attributes of Pinewild, combined with an emphasis on high standards of architectural design, construction, landscaping and aesthetic appearance.

1.2 Relationship to Legal Documents

These P&Ps supplement the PPOA Declaration of Covenants, Conditions and Restrictions (“CC&Rs”) and are intended to complement them. Should a conflict arise, the CC&Rs shall prevail. These P&Ps supersede all previously published ARB P&Ps.

1.3 Policy Compliance

All new construction, renovation, modification of, or addition to existing structures must comply with all the applicable policy and procedures identified in this document. Any modification or alteration of topography, including but not limited to grading or the removal or addition of trees and other forms of landscaping outside the Building Envelope, must comply with all the applicable policies and procedures identified in this document. Fences that were installed and approved prior to January 1, 2016, that are outside the building envelope may remain as installed, with the sale of the home. Any change or modification to the existing fence, excluding routine maintenance, will revoke the prior approval, and must be relocated and installed within the building envelope. Any modification or alteration of any drainage or surface water dispersal patterns may only be made in compliance with all the applicable policy and procedures of this document. See Section 6.4 (Paragraph 8) and Section 8.3.

Property Owners considering renovations, modifications, and/or improvements to the exterior of existing residence, patios, decks, driveways or landscaping must submit a Modification Application. Major changes may result in a consult with the ARB to determine if additional design documents are required (see Section 12). No work shall commence without the approval of the ARB and the Village of Pinehurst, if necessary. This includes, but is not limited to, repainting (house doors, windows, shutters and trim) using colors(s) not originally approved. Landscaping changes requiring ARB approval are identified in Section 5.8 of this document. Failure to obtain approval prior to the beginning and/or completion of an unapproved project can result in the levying of fines and/or the requirement of you to restore the property to the condition it was prior to the start of the unapproved project.

No material changes or alterations to ARB-approved plans or specifications are permitted without prior written ARB approval. Any and all deviations from ARB-approved exterior design or veneer materials shall be considered a material change. Any change to previously approved landscaping plans shall be considered a material change, except that the substitution of similar plants that are generally consistent with the original

selection may be made without prior approval. Any approved design for drainage of surface water or erosion control are considered a material change.

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

Any Property Owner's concerns or complaints about the condition of a lot, or other non-compliance issues in these policies and procedures must be submitted by email, to the PPOA Office. The Community Manager will review any and all Property Owner's compliance concerns, and will then refer the concern to the ARB, if further action for compliance is needed. Reports about the condition of a property, or concern regarding compliance to these policies and procedures, should not be directly reported to a member of the ARB.

2.0 Organization and Responsibilities

2.1 Mission and Function

The members of the Architectural Review Board are appointed by the PPOA Board of Directors and serve at their discretion. They are charged with implementing the requirements of this document to enhance and maintain the beauty of this community and the value of your property. The ARB prefers to work cooperatively with all property owners in this effort.

Implementation of the P&Ps will be carried out in a fair and reasonable manner through design standards and uniform application review and developed and undeveloped property review procedures. Each application is evaluated on its own merits with reasonable flexibility for design, function and creativity. The ARB has the right to reject any site plan, building design, landscaping plan, or specifications that are not compatible with the policies set forth herein. Some decisions of the ARB may be based on purely aesthetic considerations.

2.2 Authority

The authority of the ARB is vested by the PPOA Board of Directors, and is set forth in the Pinewild CC&Rs. This authority encompasses every non-developer owned building site, undeveloped lot, and existing structure within Pinewild.

The ARB has the right to establish, with the approval of the PPOA Board of Directors, criteria for the construction, modification, maintenance, and appearance of all residences, including landscaping and drainage modifications, and all undeveloped lots.

2.3 Membership

The ARB shall consist of not fewer than three and not more than seven individuals appointed by the PPOA Board of Directors. ARB members shall serve at the pleasure of that Board. The members shall be Property Owners in good standing of Pinewild. The ARB, in conjunction with the PPOA Board of Directors and the Community Manager, may appoint non-voting technical advisers with professional experience in architecture, construction, landscaping, and development.

2.4 Meetings

Meetings shall be conducted at least once per month on the second Monday of the month, exclusive of holidays. An additional meeting may be conducted on the fourth Monday of the month or on other dates as necessary. All new residence plans for review must contain all the information required on the Construction Application form and the submittal requirements set forth in Section 6.0 of this document.

In order to be considered by the ARB at any monthly scheduled meeting, all properly completed Applications must be submitted at the PPOA Office in the Highway 211 Gatehouse by **Noon Thursday–2 (two) weeks prior to the ARB meeting**. Improperly completed Applications will not be considered. Properly completed Applications submitted **after** that deadline will not be considered until the following month.

Each member of the ARB shall have an equal vote and the majority of members present for the meeting shall constitute a decision for approval or denial of an application.

2.5 Scope of Responsibilities

The ARB, on behalf of the PPOA, has the following responsibilities:

- A. Review and evaluate all construction design and landscaping applications for compliance with the P&Ps prior to approval
- B. Notify adjacent Property Owners and those directly across the street, fairway, or lake-inlet of construction design and landscaping applications on both new construction and additions to the original structure, to provide them the opportunity to review and comment prior to a decision regarding those plans by the ARB.
- C. Ensure compatible architectural designs and harmonious relationship with adjacent sites, streets, and amenities
- D. Require the highest aesthetic and architectural standards
- E. Contact applicants whose plans and specifications have been disapproved and provide reasonable assistance and recommendations
- F. Monitor and enforce compliance with the P&Ps
- G. Ensure that Owners properly maintain their properties, both developed and undeveloped
- H. Evaluate current P&Ps and recommend changes to the PPOA Board
- I. Revise and update the design guidelines as well as the performance and quality standards to reflect Pinewild's current and future needs
- J. Inform the PPOA Board of ARB activities through the PPOA Board Liaison
- K. Perform any other duties assigned by the PPOA Board

2.6 Enforcement and Appeal Procedures for Property Owners

The ARB is authorized by the PPOA Board, subject to the appeal rights of the Owner, to:

- A. Require any violation of the CC&Rs or these P&Ps that is within its jurisdiction to be remedied at the Owner's expense
- B. Impose fines of up to \$100 per day
- C. Schedule the necessary remedial action through a private contractor and bill the Owner for the expense

Owners may request an appeal meeting of any ARB decision within fifteen (15) days of receipt of a decision in writing through the Community Manager. After such appeal meeting, the ARB will review the matter and notify the Owner of its final decision within

three (3) days of the appeal meeting. If the Owner is dissatisfied with the appeal decision of the ARB, a further and final appeal may be submitted within fifteen (15) days of the ARB appeal meeting, in writing, to the PPOA Board of Directors through the Community Manager. The decision of the PPOA Board of Directors shall be final.

2.7 Limitation of Liability

The basis for the review and approval of any application pursuant to these P&Ps is limited to aesthetic considerations and the satisfaction of the requirements set forth in the CC&Rs. No approval of plans by the ARB shall be construed as a representation, warranty or implication that the applicable plat maps and improvements, if built in accordance therewith, will for example:

- A. Be free from defects
- B. Meet applicable codes and laws
- C. Be built in a good and workmanlike manner
- D. Meet applicable standards for the prevention of soil erosion, siltation and sediment pollution, or alteration of the natural flow and diversion of storm water run-off to adjoining properties
- E. Meet applicable standards for structural mechanical, electrical, and all other technical aspects of a proposed design

Neither the PPOA, nor the ARB, nor their directors, officers, committee members, staff, or the volunteers, shall be held liable for any injury, damages or loss arising out of the manner or quality of approved improvements or modifications on or to any lot. In addition, in no event shall the ARB have any liability whatsoever to an Owner, contractor, or any other party for any cost or damages (consequently or otherwise) that may be incurred or suffered on account of the approval, disapproval, or conditional approval of any plans by the ARB.

2.8 Communications

All communications related to matters within the scope of these P&Ps shall be conducted, in the absence of pending litigation related to the application or lot, directly between the ARB and the Owner and, at the option of the ARB in its sole and exclusive discretion and pursuant to written approval by the ARB, the Owner's general contractor, architect, engineer or other construction management professional (individually, a "Construction Professional"). Neither the ARB nor its members shall be (a) obligated to respond to any communication submitted thereto by any party other than an Owner or a Construction Professional or (b) liable to any Owner or other party for any delay or damage arising from the failure or refusal of any Owner to comply with the requirements of this Section 2.8. No time period during which the ARB is required to act shall be commenced or be otherwise triggered in the absence of compliance by an Owner with the requirements of this Section 2.8.

3.0 Architectural Design Requirements for Developed Properties

3.1 General Standards

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

Pinewild is a distinctive community with single family residences on large lots. In addition to the use of a variety of quality materials, plans submitted for proposed residence in this community must also demonstrate high quality in both the architectural and aesthetic details on **all four sides** of the residence.

3.2 Dwelling Size

The minimum heated footage of any house is 2,000 square feet. Two story residences may not have less than 1,600 heated square feet on the first or ground floor. Heated floor space does not include garages, covered walks, patios or porches.

3.3 Setback Requirements

Setback requirements from the property line are as follows:

Rear:	Golf Course Lots	60'
	Interior Lots	50' (30' in Phase III)
	Lake Lots	50' to water line
Side Yard:		30' (20' in Phase III)
Front:		40'

Corner lots generally are considered to have two front setbacks and two side setbacks. When in doubt, the map of the proposed Pinewild community filed by the Developer with the County Recorder's office or any subsequent authorized, legally filed amendment is considered to reflect the accurate setbacks that will be recognized by the ARB.

All measurements are from the property lines to the foundation walls for side measurements and the outer-most extremity of the house (including overhangs, decks, porches and patios) for the front and rear. The area inside these setback limits is considered the "Building Envelope" In most cases, Pinewild setback requirements are the same as those of the Village of Pinehurst. When applicable, any variance request must receive the approval of both the Pinewild ARB and the Village of Pinehurst.

3.4 Elevations

- A. Maximum building height is thirty-five (35) feet measured from the average finished grade of front and rear of residence to the highest roof point
- B. The width of building segments shall be no more than four times the visible wall height. Building segments may be created through a combination of features such as changes of material, building offsets, changes in rooflines or architectural features that create the appearance of building segments.
- C. During initial construction on sloping lots that present drainage problems, retaining walls may be necessary to control ground water and erosion. Application for approval by the ARB, must be made whether inside or outside the building envelope. Retaining walls higher than two (2) feet will require landscaping similar to that required elsewhere in this policy.
- D. Block or poured concrete foundation walls above finished grade, must be finished with brick or natural stone veneer. Any house with an approved stucco veneer on an entire elevation, may continue that veneer down to the finished grade.

3.5 Lot Coverage

Total coverage by structures and impermeable surfaces, including walkways and driveways, shall not exceed 30% of the lot area.

3.6 Design Duplication

House plans should be designed in such a way as to avoid repetitious designs within Pinewild. Similar designs are discouraged and subject to disapproval without sufficient variations in exterior colors, materials and exterior elevations. The approval of plans for a house on one site does not automatically imply approval for the house on another site.

3.7 Exterior

A. The following exterior building materials are permitted:

1. Brick
2. Wood Siding (applied horizontally or vertically)
3. Stucco (see Section 3.4D)
4. Stone
5. Fiber-cement siding such as Hardieplank lap siding or engineered lumber such as LP Smartside. Openings in lap siding must be trimmed with not less than 1x4 casing.
6. NOTE: Vinyl or aluminum clad materials are acceptable only for use as trim on windows, doors and soffits

B. The following exterior building materials are NOT permitted:

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

C. Where applicable, the following materials and/or material sizes must be utilized in home designs.

1. Frieze Board sizes must be 1" x 6" minimum
2. Corner Board size must be 1" x 4" minimum
3. Skirt Board size must be 1" x 10" minimum
4. Window Trim size must be 1" x 4" minimum
5. Ledge Stone shall be used on the top course of stone below siding
6. Fascia trim board size must be 1" x 8" minimum
7. Rake trim board size must be 1" x 6" minimum
8. Columns sizes must be a minimum of 8", given the height of the column does not exceed 8'. For every foot of height above 8', the column width must be increased by 1".

D. Application of Materials:

While there are many materials that can be used on a home as listed above in item A, it is recommended that a single home limits utilization to two of these materials on exterior elevations. Additionally, design enhancements to the elevations, i.e., wood décor at the peak of a gable, should be proportionate to other elements on the overall elevation. When designing your home, please consider that due to the oversized nature of the lots in Pinewild thereby creating increased visibility, it is equally as important to consider the aesthetic nature of the side elevations of your home, i.e., avoid long runs of solid walls. It is recommended to provide some variance of materials along long wall dimensions, the addition of windows, or other means to avoid creating a long wall "effect".

The ARB must approve any proposed color selection prior to its application, to any

exterior surface of a home. Approved colors covering the majority of the painted surface and garage doors, shall generally be conservative, blending with the surroundings within the community. Effort shall be made not to replicate the principal color utilized in any adjacent or nearby home.

Most shades of grey or brown are considered acceptable. White, off-whites, and other neutral shades may also be acceptable. In addition, with some exceptions, various shades of colors that occur naturally in nature may be considered.

The following colors are not acceptable and will not be approved: black; any shade of red; any shade of blue or yellow other than very pale; any combination of red and blue (purple).

Colors used for trim, shutters, accent, and doors may vary from the above guidelines, but shall be considered for approval based upon their perceived aesthetic value and fit within the community.

3.8 Roofs

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

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

All roof stacks, plumbing vents, roof fans and flashing shall be painted black or to match and blend with the roof color. Consideration is to be given to all roof attachments to minimize the visual impact.

3.9 Solar (Refer to Section 12 for additional information)

Solar panel, skylights and solar tube installation requires a Modification Application for existing homes, or may be included in the design of a new home. A roof drawing showing the proposed installation will be required. All panels must be installed at the same pitch as the roof on which they will reside. The panel frames must be an approximate match to the color of the roof. No trees may be trimmed or removed to improve sun light to the roof area being used. All equipment or conduit installed on the exterior of the house must be painted to blend with the exterior color of the structure.

3.10 Chimneys

All wood burning fireplaces and all vented gas fireplaces/heaters must be vented through either the roof or the side vent of an exterior wall. Where side wall vents are utilized, landscaping must screen that opening.

All chimneys must be of proportionate size to the overall house size and must have architecturally acceptable design characteristics. Exterior chimney material may be of stone, stucco, brick or of the same color and type as that material used on the majority of the home siding. Photo color copies for chimney vent caps must be submitted with the submission package for new construction. Chimney caps must be submitted for approval.

3.11 Decks, Patios, and Porches (Refer to Section 12 for additional information)

The use of decks and terraces is encouraged. Multilevel decks and terraces are recommended on sloping sites to limit height above grade. Decks, patios, and porches must be constructed within the Building Envelope. Decks or balconies over fenestrated walls shall be fully trimmed and architecturally detailed and approved by the ARB. Vinyl decking and vinyl railing are not permitted. Composite wood products (such as Trex), or other engineered materials, may be considered.

Areas beneath decks with top surfaces higher than twenty-four (24) inches from finished grade must be screened with non-deciduous plantings, subject to approval by the ARB. In addition, decks with top surfaces higher than forty-eight (48) inches from finished grade must have deck support posts clad with the same material as the foundation that was approved (i.e., brick foundation brick support posts). An ARB member will make the final decision prior to starting work

Railings – Balusters and Handrails – Permitted materials

1. Deck railing materials can be aluminum, composite, metal, iron or wood. Colors should be harmonious with deck color or color of the house
2. Balusters should be similar to the deck material (Trex, TimberTech) being used on the home. (Glass or plexiglass may be used in lieu of balusters on deck railings)
3. Balusters may be round or square profile.

3.12 Shutters, Awnings, and Canopies (Refer to Section 12 for additional information)

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

3.13 Garages and Driveways

Garages may not open to the golf course or street front. The driveway entry and garage opening on corner lots shall be from the least travelled street. Corner Lot Owners should make every effort that the garage openings not face either street. Detached garages are not permitted. Open breezeways to garages (house attached to the garage with roof structure) are permitted. Dual driveway connections on a single street are not permitted. Adequate space to park guest vehicles shall be included in the driveway design. No parking areas may be created by extending any portion of the street pavement.

Where possible, straight-line driveways shall be avoided. Driveway surfaces may be of a permeable material such as crushed stone and must have an impermeable apron that extends no less than twelve (12) feet from the curb. The driveway at the curb should have a width consistent with adjacent properties, but not more than twenty-four (24) feet. Impermeable driveway surfaces such as concrete may be approved, provided they do not divert surface water onto any street or adjoining property, and are designed and drained to contain as much surface water as is reasonably possible on the lot.

If an impermeable surface driveway slopes toward a street, a trench drain (minimum width of slotted drain must be 6”) and/or other water control and containment measures will be required. Piping should be run to a gravel pit or pop-up drain outlet, or another acceptable outlet. Driveway aprons when installed for gravel driveways,

may not be more than 20 feet into the lot from the back side of the curb and no more than 24 feet in width at the curb entrance.

3.14 Proposed Additions to Existing Homes (Refer to Section 12 for additional information)

Plans for any proposed additions to existing homes are subject to the same architectural design requirements and landscaping requirements as those identified in this policy for new construction. Submittal requirements as identified in this policy are also the same.

Additions designed for habitation may be of two types; attached or semi-detached, but never detached or stand-alone. They must be serviced by the electrical, water and sewer utilities of the main residence.

When an exterior wall or portion thereof, of the existing structure is to be removed to accommodate the addition, the proposed addition is considered to be attached, opening directly into a portion of the existing structure.

A proposed semi-detached addition at the front of the home may have four exterior walls, but must be accessed through an enclosed courtyard shared with the main structure to a common front door. A proposed semi-detached addition at the side or rear of the home may have four separate exterior walls, but must be connected to the main structure via a four season (HVAC required) enclosed walkway opening directly into the existing home. An exterior doorway may be included in the walkway design.

4.0 Site Requirements for Developed Properties

4.1 Irrigation and Wells

Although irrigation systems are not required, the ARB strongly recommends an automatic irrigation system for landscaping. If a back-flow preventer is installed, it must be screened with non-deciduous landscaping on four (4) sides.

Irrigation systems are required on new construction submissions. On existing properties irrigation will be required with modifications that are for foundation changes or addition of sod. If a back-flow preventer is installed, it must be installed up against the house (rear, or sides). Any existing back flow preventers on the property, they must be screened with non-deciduous landscaping on four (4) sides.

No water for irrigation may be drawn from ponds or streams within Pinewild. Any Lakefront Property Owner may seek approval from the Pinewild Developer for irrigation from the main lake, solely for use by the Lakefront Property Owner, on a case-by-case basis.

Private Wells are permitted for irrigation purposes only. A licensed well-drilling contractor must drill wells and must meet North Carolina Criteria and Standards Applicable to Wells and Moore County Standards of Construction. Owners are advised that a permit from Moore County Department of Health must be obtained prior to drilling commencing.

Well storage tanks and associated equipment must be buried or located out of view in the garage or crawl space. The wellhead landscape screening plans must be approved by the ARB prior to work commencing.

4.2 Fences (Refer to Section 12 for additional information)

No fences or walls (other than prior approved retaining walls necessary for erosion or drainage control) are permitted outside the building envelope. Fences that were installed and approved prior to January 1, 2016, that are outside the building envelope may remain as installed, with the sale of the home. Any change or modification to the existing fence, excluding routine maintenance, will revoke the prior approval, and must be relocated and installed within the building envelope. Applications for the construction or erection of a fence or wall must specify location, materials, color, and appearance following construction. Invisible dog fences are permitted and may be placed outside the building envelope provided the associated flags installed during the break-in period are removed within thirty (30) days of installation.

Fences and walls are not permitted in the rear of Golf Course or Lakefront Lots with the exception of fences that enclose a pool. All fences must be screened on the outside of the fence with non-deciduous plantings as prescribed to preserve a natural appearance in the landscape. Additional requirements for screening shall apply for fences that enclose a pool.

Leaf fences, whether mesh or wooden slat, are prohibited. Fence screening of any materials utilized to protect all types of plants, shrubs, vegetation and newly planted trees from wildlife are prohibited. Stakes to promote healthy growth for young trees is approved, but must be removed within six months to two years maximum. These trees should be examined regularly and stakes removed as soon as the tree is stable.

Fences must comply with the following:

- A All proposed fences must be approved by the ARB prior to installation. All proposals submitted for fences must include a legible site-Survey/Platt (lot) map to include the identified Building Envelope and setbacks showing the proposed fence in relation to them in the drawing.
- B Acceptable fence materials include:
 - 1. wood or split rail, with or without, green or brown wire installed to the inner side
 - 2. wrought iron
 - 3. brushed aluminum
 - 4. brick
 - 5. stone
 - 6. Acceptable colors for non-stone or wood fences include
 - a. natural wood
 - b. brown
 - c. black finish
 - d. green or brown wire fencing fabric
- C Fences or walls may be no higher than forty-eight (48) inches as measured from the ground to the top of any vertical support member.
- D Solid fences that do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints and must be screened with non-deciduous plantings that cover at least seventy-five (75) percent of the height of the structure on minimum six (6) foot centers when planted.
- E All fencing or walls described above must be screened outside the fence with non-deciduous plantings. One (1) non-deciduous plant is required a minimum of every six (6) feet of fencing. Where a gate/entrance precludes the screening being planted directly adjacent to the fence, suitable screening must be planted in close proximity. At maturity, the non-deciduous plants must be at least as tall as the highest horizontal rail in the fence. When planted, these plants must be at least one-half that

- height. The ARB reserves the right to increase the requirement for non-deciduous plant screening for applicants seeking a waiver of any of the requirements listed in Section 4.2.
- F Owners of Lots that are on the perimeter of the Pinewild development and abut private or public property that is not part of Pinewild nor owned by the Pinewild developer, may apply to the ARB for permission to erect a privacy fence for that portion of their property. Approval or rejection shall be at the discretion of the ARB. Issues for consideration shall include potential impact on neighboring properties and the community as a whole.
 - G Any additional safety restrictions imposed by the Village of Pinehurst are incorporated herein.

4.3 Satellite Dishes and Antennas

Satellite dishes for the purpose of television reception are permitted. Outside antennae are not. Where possible, satellite dishes should be installed in the least noticeable location, subject to the recommendations of the installer. The satellite dish itself must be the smallest available for current satellite television services. If a satellite dish is mounted on a pole, it must be fully screened from view from all sides by non-deciduous landscape plantings. Under no circumstance may trees be removed or materially trimmed for the purpose of improving the effectiveness of satellite reception without the advance written approval of the ARB.

The ARB recognizes that any satellite dish must be placed where it has clear lines of site to the geostationary satellites. However, to the extent possible in the placement of the satellite dish, it shall be placed in the most unobtrusive site where it will least affect the view from the street, the golf course, and the neighbors.

4.4 Mechanical Equipment Location

All mechanical equipment (such as heat pumps, air conditioning units (window units are not permitted), supplemental generators, utility meters, tankless hot water heaters and access boxes are not permitted on front elevations and must be screened with appropriate non-deciduous plantings wherever they are located. (See 5.4). Where possible well storage tanks, sewage lift station controls and equipment must be buried or located out of view in the garage or crawl space. If it is necessary to place this equipment outside, screening consistent with the standards for all mechanical equipment will apply. All propane tanks shall be buried with the tank access hatch painted black or other color to match the surrounding ground cover.

4.5 Trash and Refuse Containers

Garbage containers, recycling containers, yard debris bins, and trash cans preferably should be stored in garages. If not, they must be concealed from the street, golf courses and adjoining properties with appropriate non-deciduous plantings or a combination of screening structures (not to exceed 4 feet in height) and non-deciduous plantings approved by the ARB. Approved plantings must be at least 3 feet in height at the time of planting.

4.6 Firewood and Landscape Materials

Firewood shall be cut and neatly stacked. Logs intended for future use as cut firewood may not be stored on the property. Landscaping materials (e.g., mulch, pine bark, chips, pine straw, etc.) shall be stored neatly. Any weather cover used must blend in with the natural background (e.g., brown, dark green or black).

4.7 Accessory Outbuildings

No accessory outbuildings shall be allowed.

4.8 Clotheslines

Clotheslines are not permitted on the lot or outside the structure in Pinewild. Also prohibited are any lines strung across any portion of the lot (e.g., fishing line, string, or rope to prevent the passage of deer or other animals through the lot, or other types of line strung for recreational purposes).

4.9 Sport Courts

Sport courts (tennis courts, pickleball courts, racquetball courts, handball courts, or any other similar courts) are prohibited. A full basketball court, with two backboards, one at either end, is prohibited. Section 4.10 details the requirements to add a basketball goal, placed in an area that is least obtrusive and requires the Minor Modification Form to be submitted and approved prior to installation.

4.10 Flagpoles, Basketball goals, Swing Sets and Recreational Equipment (Refer to Section 12 for additional information)

Flag poles may be erected only with the specific permission of the ARB. Where installed, the base of the flagpole must be landscaped with non-deciduous plantings. The owner should submit a proposal to the ARB with a description of the material type and height of the pole, as well as a diagram of its intended placement on the lot, and the plantings to be used. When the flagpole is intended to be installed at the time of initial home construction, its proposed location and plantings must be included on the landscape plan submitted prior to construction.

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

4.11 Mailboxes and Address Signs

No mailbox or lot address posts shall be erected on any lot other than the approved standard of the ARB and PPOA Board. The approved standard mailbox or address post must be purchased through and installed by the PPOA Community Manager's office to insure conformity to ARB guidelines and uniformity throughout Pinewild. In order to maintain readability of the address numbers, no flowers, shrubs, or decoration of any kind may obstruct the numbers on the post. Boxes are not to be personalized with name, designs or decoration of any kind, with the exception of temporary holiday decoration in season. No signs are permitted on the mailbox post.

4.12 Decorative Objects

There are four types of decorative objects:

- A. Permanent on a Home
- B. Sculpture in a Yard
- C. Temporary, Occasional and Seasonal/Holiday Décor
- D. Special Event Tents

Permanent applies to anything attached to the home or as a sculpture element in a yard. Regarding all four types of decorative objects, they shall be limited in number and in keeping with the character of the neighborhood and adjacent residences.

- A. Permanent on a Home. Decorative objects attached to the residence that were not approved at the time of construction are prohibited, unless the decorative object is attached to the front or rear porch.
- B. Sculpture in a Yard. Decorative objects shall be in keeping with the architectural design aesthetic of the home. No sculptures shall be placed in the Right of Way or within 30' of the street.
- C. Temporary, Occasional and Seasonal/Holiday Décor. Decorative objects include but are not limited to special event banners/flags for birthdays or graduations, seasonal décor, and holiday décor.
 - Holidays include Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, and Christmas. The duration of time for the longer holiday periods are as follows: Halloween starting 10/1 and ending 11/5. Thanksgiving starting 11/1 and ending 12/5. Christmas starting 11/24 and ending 1/15.
 - Holiday inflatable décor is subject to the following qualifications:
 - Inflatables will be a maximum of 6 per residence.
 - Any inflatable decorations not removed per the timelines above may be subject to fines.
 - Seasonal porch/patio décor for the spring, summer, and fall is permitted in moderation and shall be permitted during the season. Artificial plants are subject to the following qualifications: artificial plants, flowers and shrubbery are only allowed as door decorations, on front and rear porches, on decks and patios and in window boxes. Artificial plants, flowers and shrubbery intended as permanent landscaping are not permitted on or within any other portion of a resident's property or on the PPOA easement at any time.
 - Decorative lighting is subject to the following qualifications:
 - Uses of exterior decorative lights, including appropriate holiday displays, with any light bulb color, are permitted in the community. If a holiday display creates a disturbance within the community, the lot's Owner or residence occupant (renter) shall remove it upon request of the PPOA Board of Directors.
- D. Special Event Tents. Prior to use of a temporary tent for an outdoor event, the resident is required to notify the PPOA office of the date, address, and duration of its use. These structures are considered "short term" and should be up no longer than a

week.

The ARB reserves the right to require the removal of any exterior decorative object that is installed without ARB written approval from the ARB. Residence owners are requested to exercise restraint when decorating their property for such special events, holidays, and seasons, paying particular attention to their effect on the neighbors within sight of the residence. (Also refer to Landscape definitions in Section 10)

4.13 Spas (Hot Tubs, Whirlpools, etc.) Docks and Firepits (Refer to Section 12)

Spas are permitted within the Building Envelope and as part of an outdoor living area provided, they are within ten (10) feet of the primary structure. Spas must be completely screened from view or recessed into a deck or patio. If a spa, hot tub, whirlpool, etc., is added after construction is completed and does not conform to requirements, including screening, it must be removed. (Village of Pinehurst requires Spas must have a locked cover)

Docks and bulkheads may be installed on lake lots with the approval of the ARB. No dock may extend beyond seven (7) feet from the bank and may not exceed fifteen (15) feet in width.

Firepits, regardless of fuel used, that are placed away from the home's structures, deck and/or patio, must have a 15-foot diameter of non-combustible material. The location of the firepit must be within the building envelope. Reference Fire Safety in the PPOA Rules and Regulations.

4.14 Exterior Lighting (Refer to Section 12 for additional information)

All proposed exterior lighting and its intended cast of illumination should be detailed on landscape plans. The location and details of the column/post lights, driveway, pathway and planting areas must be submitted for review and approval by the ARB. No exterior lighting shall be permitted which would create a possible nuisance to adjacent Owners. Colored lights are prohibited except for temporary holiday lights in season. Exterior lighting is also subject to the following restrictions:

- A. Post/column lights located at the street driveway entrance are limited to two (2) per building lot and shall not be located on the right-of-way.
- B. Light posts/columns greater than six (6) inches in diameter shall be no more than five (5) feet in height, including the light fixture.
- C. Light posts/columns less than six (6) inches in diameter shall be no more than seven (7) feet in height including the fixture.
- D. All landscape planting areas, pathway and driveway lighting which includes solar, low voltage and 120-volt fixtures shall meet the following requirements:
 1. Maximum height for pathway and driveway fixture is 18 inches from finished grade to top of fixture
 2. Maximum height for planting areas is 24 inches from the finished grade to top fixture, depending on plant height taking mature height of plants into consideration. Maximum wattage of lights used if LED is 3 watts warm white and for 120-volt incandescent bulbs 25 watts.
 3. Spacing between fixtures on pathway and driveway should be between 16 and 20 feet apart. Installation shall preferably be in a zig zag pattern except at the beginning and end of the round. Downward light directing fixtures are preferable.

5.0 Landscape Requirements for Developed Properties (Refer to Section 12 for additional information)

5.1 Artificial – Synthetic Turf - Grass

Artificial turf is a product manufactured from synthetic material that effectively simulate the appearance of natural turf, grass, sod or lawn. These products must be manufactured in the USA.

- A. The approved products for use may only be installed within the building envelope and meet all set back requirements. No exceptions
- B. Any artificial turf installation on any home in Pinewild shall be done by a contractor certified by the manufacturer of that specific product. There will be no Property Owner installed projects approved by the ARB.
- C. The ARB will have a list of approved installation companies that may be utilized. If a Property Owner wishes to use another company, they must have prior approval from the ARB.
- D. Current approved installation companies
 1. Southwest Greens of Raleigh, NC
 2. Southeast Turf LLC/Synlawn Carolina
- E. Turf Grass Application
 1. Property Owner's and /or certified installation company will fill out the ARB application for Artificial Turf and submitted with the Modification Form. www.pinewild.org/ARB Incomplete applications will be returned to the Property Owner. A copy of this application may be obtained at the 211 Gate House, PPOA office.
 2. Artificial turf/grass can only be installed in the rear yard of the home
 3. A survey map of the property detailing the building envelope setbacks and location of home, is required with the location clearly identified for the proposed installation of artificial turf/grass.
 4. A 12" x 12" material sample must be included with the application submission.
 5. Property Owners will be notified by the ARB the approval or rejection of the application. If denied, the ARB will provide an explanation for the rejection.
- F. Artificial turf will be of the highest quality and must be equal (comparable) to the characteristics and specification of the following products:
 1. Syn Lawn Fescue (Syn Fescue 343) or equal. 2" pile height with finished pile weight of 80 oz.
 2. Syn Lawn Fescue (Syn Augustine x 47) or equal. 1-5/8" pile height with finished pile weight of 100 oz.
 3. SWG Bolt 60 by Shaw Industries. 1.75" pile height with finished tufted face weight of 60 oz.
 4. SWG Bolt 80 by Shaw industries. 2" pile height with finished tufted face weight of 80 oz.
 5. Color is always green or shades of green. Texture is to be natural looking with variations of color in the blades to mimic natural turf.

6. As new/better products come to market, the proposed vendor/contractor shall present the product for review to ARB for approval.
- G. Any installation must be done in accordance with the manufacturer's recommendations and installation requirements. Great care shall be taken to ensure proper drainage of the grassed area with proper securing of the product to the soil.
- H. Maintenance of the product shall be done in accordance with the manufacturer's maintenance requirements to ensure a well-maintained lawn at all times.
- I. Upon final completion of installation, the Property Owner must contact the PPOA office to schedule the ARB to perform the final approval and inspection process.

5.2 Natural Fencing (Refer to Section 12 for additional information)

Property Owners are encouraged to beautify their properties with appropriate landscaping. However, part of the beauty and charm of Pinewild is that individual properties are not separated by fencing, whether artificial or natural. Accordingly, plantings (i.e., trees, shrubs, or a combination of the two) that would be placed in a manner to identify property lines are not permitted. Owners who wish to achieve a screening effect for a portion of their property are encouraged to contact the ARB to identify their options.

5.3 Restrictions on Removal of Trees (Refer to Section 12 for additional information)

Pine trees larger than eight (8) inches in diameter and other trees larger than three (3) inches in diameter may not be cut down or otherwise removed from any lot without prior written approval of the ARB or Community Manager. (See also Sections 9.3 and 10.1 of this policy regarding tree removal.)

The Pinewild community values our trees. The ARB will not permit removal of trees that results in a clear-cut lot. Trees that are part of a landscape plan that creates a limited area for grass or play may be removed with prior approval.

In general, **with approval**, individual trees protected because of their type and size may not be removed unless one or more of the following circumstances apply:

- A. Foliage (canopy) overhangs the roof
- B. Roots interfere with the foundation, driveway or sidewalks
- C. The tree is diseased or dying or dead
- D. Leaning excessively and endangering other property.

5.4 Foundation Landscaping Requirements (Refer to Section 12 for additional information)

At a minimum, the following landscaping is required for all residences:

- A. Not less than two (2) distinct layers of non-deciduous plantings (i.e., plants of varied size and/or type and color and/or texture) are required around all elevations – front, sides, and rear – except as necessary to provide access to porches, patios, terraces, crawl spaces, etc. Liriope and tall grasses are not considered foundation screening plants.
- B. Plant size must be proportional to foundation exposure and wall height, taking both initial (as installed) size and growth potential into account. For a definition of plant sizes corresponding with container size, see the attached Pinewild-Typical plantings chart. Special attention to vertical landscaping issues shall be required for tankless hot water heaters, electrical utility boxes, generators, transfer switch boxes and irrigation control boxes. Mechanical equipment must be painted to match the existing color of the

- exterior.
- C Use of deciduous and seasonal plants and grasses in addition to the required non-deciduous plantings is permitted.
 - D Garage openings must be fully screened with non-deciduous plantings and must be six (6) feet in height at the time of planting.
 - E All mechanical equipment must be fully screened with non-deciduous plants that are as tall as the height of the equipment, at time of planting.
 - F In-foundation opening (e.g., utility room doors) must be painted the color of the foundation and partially screened in proportion to their size. (For additional information, refer to the Pinewild-Typical Plantings chart located on the Pinewild Website)
 - G Wall segments (see Section 3.4 Paragraph B) without significant architectural features shall have plantings of sufficient size and height to achieve visual relief.
 - H Where retaining walls are constructed, the installation of those walls must comply with paragraphs C and D of Section 4.2 of this policy.

5.5 Landscaping on PPOA Property

Landscaping the PPOA property that lies between an Owner's Lot and the street is limited as follows: The Owner may assume responsibility for maintaining the appearance and condition of the PPOA property by eliminating its existing grass and replacing it with pine straw or grass of the Owner's choice. If the Owner installs grass on the PPOA property, it must be irrigated and maintained by the Owner. No artificial or synthetic grass is allowed on the PPOA property. Notwithstanding any grass or irrigation installed by the Owner on the PPOA property, this property remains the property of the PPOA and is available for off-street parking by Property Owners of and visitors to Pinewild.

5.6 Restrictions on Overgrowth

The property must be free of overgrowth and dense thickets. Sapling trees may be grouped no closer than five (5) feet apart. Additional appearance guidelines may be found in Section 11.0 of this policy.

Landscaping on an owner's property may not interfere with the line of sight required for the safety of drivers and pedestrians at intersection or on curved roadways.

5.7 Protection of Golf Course and Waterfront Views

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

Where the side and rear property lines of adjacent lots are not at right angles, or where the golf course or water view is limited, the ARB will determine "golf course view" on an individual case by case basis. A five (5) foot "walking easement" (see CC&R, Article IX, 9.7) is required on each rear property extending into the lot from the rear lot line. No plantings or barriers may be placed in this easement. All plantings within the next twenty (20) feet must not create a material obstruction of any neighbor's protected view. Any change to these twenty-five (25) foot-controlled areas must be reviewed and approved by the ARB prior to modification.

All landscape plantings (whether plantings or volunteers) in the rear of a Golf front or Waterfront Lot must adhere to the following governance: CC&R Section 9.7 - Other Easements – “In addition to the easements reserved herein, Declarant and the Association hereby reserve a five (5) foot easement across the backyard lines of all lots located on the Golf Course Property and along the railroad right-of-way for jogging, walking and exercise trail.” Further appearance guidelines may be found in Section 10.1 of this policy.

5.8 Landscaping Changes after Occupancy (Refer to Sections 6.4 and 12 for additional information)

Owners are reminded that changes to their existing landscaping, are subject to and must comply with, all of the provisions of the CC&R's and this policy. On developed lots, required foundation landscaping must be maintained. Additions of individual plantings to existing landscaping inside and outside the building envelope are encouraged and do not require ARB approval. Replacement of dead, diseased or dying individual plants inside or outside the building envelope with similar plantings, also do not require prior ARB approval. However, if the Owner wishes to remove foundational landscaping with the intent to redo or refresh the original approved design with a different plan or different plantings prior ARB approval is required.

Proposed new landscaping involving a grouping of plantings inside or outside the building envelope, or the use of hardscape or structural materials, e.g., rocks, stone, timbers, driveway edging, and exterior lighting, requires prior ARB approval. Any reforming or re-contouring of the ground inside or outside the building envelope also requires prior approval (See Section 12 for additional information)

6.0 Submittal Requirements for Proposed Construction

6.1 Preliminary Submission

Builders/Contractors who have not built within the Pinewild community within the preceding five years will be required to submit a request for authorization to work as a builder in Pinewild. The form for making that request is available in the PPOA office at the 211 Gate. Property Owners, architects, builders and/or other residence designers are strongly encouraged to prepare and discuss proposed plans with the ARB prior to undertaking the final design of the residence. The Preliminary Submission Package shall include a site plan, exterior elevations, and a completed application form. This Preliminary Submission is mandatory for residences built on corner lots.

In selecting and identifying to the ARB a contractor or builder, the Property Owner acknowledges that that builder or contractor is authorized to act as the Owner's agent in representations on behalf of the Owner to the ARB prior to and during the construction of the residence. That contractor is responsible for all the work and the conduct of his or her employees and subcontractors during the building process. A system of the receipt of deposit, the imposition of fines, and an appeal process for the contractor is identified in this policy. (See 7.6 through 7.9) If an Owner requests to act as his or her own contractor, that owner must make applications for approval as a contractor to work in Pinewild. Approval or denial of that application shall be consistent with the standards utilized in reviewing the applications for approval by all other contractors.

6.2 Submission of Plans

- A. Applications for construction, renovation or any other plans will not be accepted from “potential Property Owners” renters, or any person not named on the current deed of record. Buyers in the process of closing must wait until the closing is effective before submitting any requests for changes or renovations.
- B. To allow adequate time for the review of plans prior to the scheduled ARB meetings held on the second Monday of each month, all submissions must be timely consistent with the requirements of Section 2.4 of this document.

6.3 The Design Review Package

At the time plans for a proposed new residence or addition to a residence are submitted, the following fees and documents (available on line at www.pinewild.org) are required:

- A. A completed application form together with an Application Fee of \$500.00 for administrative and professional processing, review and consultation costs.
- B. The signed and completed contractor’s agreement
- C. A Construction Deposit (see Section 7.6)
- D. A Road Usage fee (see Section 7.9)
- E. A Builder Impact Fee (see Section 7.9)
- F. Samples of exterior materials (see Section 3.7)
- G. Three (3) full-size sets of Site, Landscape, and Building Plans, including the complete PDF files
- H. Three (3) copies of the Tree Tag Plan, and a PDF file (see Section 6.4 Paragraph B)
- I. A digital copy (pdf) of all drawings submitted prior to paper copies being received.

6.4 Mandatory Contents of Site, Building and Landscape Plans

All Site, Building and Landscape plans shall include the lot number; the Owner’s name, address and phone number; the Architect or Designer’s name, address and phone number, as well as that person’s licensure information; the Builder’s name, address, phone number, e-mail address and licensure information.

- A. A clearly legible site plan, minimum scale 1” = 20’ shall be prepared by a licensed professional engineer, surveyor, or registered architect and shall contain the following:
 - 1. Scale and North Arrow
 - 2. Property lines with dimensions including road frontage
 - 3. Building setback lines (the envelope)
 - 4. Wetland and floodplain delineations
 - 5. Easements and Rights of Way
 - 6. Existing and proposed contours with one-foot contours
 - 7. Foundation lines and overhang lines with dimensions from foundation to adjacent property lines
 - 8. Finished grades at principal corners of the dwelling
 - 9. Erosion/Drainage Control /Grading Plan showing location of silt fences, drainage improvements, storm water discharge piping as well as the location of any existing and/or proposed underground drainage pipes. All grading plans must show existing and proposed elevations for all improvements.
 - 10. Driveways and Walkways
 - 11. Patios, Decks, Pool, Spas

12. Walls and fences, if applicable
 13. Only the remaining trees including Magnolia, Holly and Dogwoods measuring three (3) inches or more in diameter and other deciduous trees and Pine trees measuring eight (8) inches or more in diameter (Measured at three (3) ft. above grade)
 14. A Land Usage "Box Score" Chart showing the lot square footage, the heated square footage of each floor and total, the unheated square footage (garages, patios, porches, decks) and the total impervious area in square feet and as a percentage of the total square footage of the site
- B. The Tree Tag Plan, minimum scale 1"=20'. A tree tag plan shall be submitted to the ARB by the contractor at the same time all other landscape and site plans are submitted. It shall show all Magnolia, Holly, and Dogwood trees measuring three (3) inches or more in diameter, and all Pine trees with a trunk measuring eight (8) inches or more in diameter (all measured three feet above grade). All of the above trees shown on this plan shall be indicated by a number unique to each individual tree. Each tree on the Building Lot that is shown in the tree tag plan, shall be posted with the same number as that shown on the Tree Tag plan.

All trees on the Tree Tag Plan shall be marked with circles using colored pens/markers in green or red color.

Red = trees that will remain and may not be cut

Green = trees that may be removed

The two-column document (available on line) to be included identifying Red and Green tree numbers as designated on the Tree Tag Plan

After approval of the architectural, landscape and site plans has been given by the ARB, an ARB representative will visit the site with the contractor for final approval for the tree tag plan. **No trees may be removed from the building site until this has occurred and the contractor/builder has been notified of approval to proceed.**

- C. The Landscape Plan shall be prepared by a NC Licensed Landscape contractor and shall be: minimum scale 1" =10' to contain the following:
1. North Arrow
 2. Property lines and setback lines
 3. House location
 4. Easements and Rights of Way
 5. Topography lines both existing and proposed
 6. Drainage patterns
 7. Ground Irrigation system (new construction)
 8. Remaining Magnolia, Holly, Dogwoods measuring three (3) inches or more and other deciduous and Pine trees measuring eight (8) inches or more
 9. Driveways and sidewalks, specifying surface materials
 10. Patios, porches, terraces, decks, pools, spas, and ponds
 11. Location of all lawn areas and shrub bed lines
 12. Location of all proposed plants including to-scale delineation of plants, their numbers and layering
 13. Plant list with quantities, botanical names including genus, species and cultivar and sizes
 13. Exterior lighting details including the intended cast of illumination
 14. Locations of LPG tank, HVAC equipment, well pumps, trash enclosures, backflow preventer devices, and generators

15. Bulkheads and docks
16. Planters, walls, retaining walls, fences
17. Ground cover proposed for area not landscaped or sodded
18. Designation of right-of-way ground cover

D. Foundation Plan – minimum scale 1/4"=1'

E. Floor Plans – minimum scale 1/4"=1'

1. Interior and exterior dimensions and names of rooms
2. All window and door openings with sizes noted
3. All plumbing fixtures

F. Roof Plan – minimum scale 1/4"=1'

1. All ridges, hips, valleys and overhangs
2. All roof slopes

G. Exterior Elevations – minimum scale 1/4"=1'

1. Finished grades accurately plotted at foundation line
2. Detailed views of all elevations of the structure with all visible materials identified
3. Depiction of all exterior lighting units affixed to the structure
4. Maximum building height on the front elevation from the highest roof point to the front grade line
5. All finished floor elevations
6. Chimney materials identified and cap design shown
7. All roof slopes noted
8. Decks, deck railings and benches
9. Raised patios

H. Building Sections, Wall Section, Detailed

1. A full building section at 1/4" scale showing finished ceiling heights
2. A typical wall section at 1" = 1' minimum scale including detail of the eave construction

I. Material Samples

Samples of exterior materials, colors and finishes (for brick, stone, mortar color, mortar joint type, windows, trim, shutters, doors, etc.) are to be provided. Color samples must be a minimum of 1 1/2" by 2 1/4" square and must originate from the material supplier.

7.0 The Submittal Review Process

7.1 Design Review Decisions

When plans for new construction or additions are received, the PPOA Office shall notify the Owners of those properties adjacent to and opposite both the front and rear of the lot on which construction has been proposed. This shall be via email where possible or other applicable means. Such notification shall also apply where design of landscape changes are deemed to affect neighbors. Those Owners may view the plans in the PPOA office and offer comment if they wish. Plans may also be shared with professional architectural and landscape consultants for their review and comment. Following the Architectural Review Board's consideration of the submitted Design Package, and any comments offered by those invited to review the plans, the Architectural Review Board will render one of three (3) decisions:

A. Approved

Applications may be approved with or without suggestions. Suggestions may be rendered to encourage changes that the ARB deems desirable, but such suggestions are not binding upon the Applicant. In addition to approval by the ARB, the Owner or the Owner's agent must submit plans to the Village of Pinehurst for review and approval. Conflicts may arise between the requirements of Pinewild and the Village of Pinehurst. If such a conflict arises, the Owner must comply with the more rigorous requirement or standard.

B. Approved with Limiting Conditions

If the submitted plans are approved with limiting conditions, Applicants must make the changes required and resubmit plans and specification for reconsideration and ARB approval. Limiting conditions are binding on Applicants.

C. Not Approved

In the event the application is not approved by the ARB for design or aesthetic reasons, an explanation of the reasons will be provided to the Applicant.

7.2 Conditions of Approval/Rejection of Plans

Approval by the ARB shall in no way relieve the Owner of the responsibility and liability for the adherence to any applicable county/city ordinances and codes. Plans submitted for review or any portion thereof may be disapproved upon any grounds consistent with ARB policies and guidelines, including purely aesthetic considerations.

7.3 The Design Review Appeal Process

If an application is not approved, or the approval is subject to limiting conditions, which the Applicant deems unacceptable, the Applicant may request an appeal meeting with the ARB within fifteen (15) days of the original meeting date to justify or modify the application. After such appeal meeting, the ARB will review the matter and notify the Applicant of its final decision within three (3) days of the appeal meeting. If the Applicant is dissatisfied with the appeal decision of the ARB, a further and final appeal may be submitted within fifteen (15) days of the ARB appeal meeting, in writing, to the PPOA Board of Directors through the Community Manager.

7.4 Variances

All requests for variances from the requirements in these P&P's, and the reasons necessitating the requests, shall be submitted in writing to the ARB. The ARB shall notify adjacent Property Owners and those across the street, fairway or lake inlet of any requested variances. Any requested variance must be in writing and, as it shall be based on the unique facts and circumstances of the situation, shall not constitute any precedent.

7.5 Approval Expiration

Applicants must begin construction by the earlier of ninety (90) days after issuance of a building permit by Pinehurst or Moore County, as applicable, or one hundred eighty (180) days after ARB approval. Failure to do so will revoke ARB approval and the Applicants construction deposit (net of any fines) will be returned. The entire amount of the Applicants application fee will be forfeited and no portion will be returned to the Applicant.

7.6 Construction Deposit

The contractor/builder will post a refundable, non-interest-bearing construction deposit of \$5,000.00 for a residence. A \$500.00 construction deposit will be required for an addition to an existing residence before receiving approval for construction.

This deposit is to assure the prompt payment by the Contractor of any fines imposed for the violation of the Contractor's Agreement, or the Covenants or Guidelines, or for any work performed by the POA which the Contractor has failed to perform.

The builder shall be notified in writing of the assessed fine, and the fine shall be deducted from the builder's construction deposit. The builder will then be required to replenish the amount deducted from the construction deposit within fifteen (15) days of incurring any fine. The failure of the Contractor to replenish any amounts so deducted from the Construction Compliance Deposit will result an additional fine of \$100 per day being assessed against the Construction Compliance Deposit until the Deposit is replenished. Builders may appeal any such fine utilizing the procedures identified in Section 7.3.

7.7 Return of Construction Deposit

When all construction is completed, including landscaping, the builder shall request in writing a final inspection by the ARB. The ARB will schedule a final inspection within seven (7) business days. Once final ARB approval is given and the ARB has issued a Certificate of Compliance, the builder's construction deposit will be returned, less any outstanding fines. The builder's construction deposit for a "Spec House" will be held until the house has been sold.

7.8 Failure to Pay Construction Fines

Should a builder fail to pay any construction fines in excess of his construction deposit, then such builder may not submit another Application for Construction nor engage in any other construction within Pinewild unless and until the amount of such excess fines has been paid in full.

In addition, the ARB may levy such other penalties as it may determine in its sole discretion, which may include a suspension of privileges to build in Pinewild for a period designated by the ARB, and/or an increased construction deposit for subsequent projects, and/or other penalties.

7.9 Builder Fees

All building construction fees assessed will be calculated per the Application for Construction.

8.0 The Construction Process

8.1 Starting Construction

Prior to beginning construction, the builder is encouraged to schedule a meeting with the ARB representative(s) assigned to the project. This meeting is intended to resolve any matters regarding the project which have not yet been approved, and to clarify expectations for both the process and outcome of the project.

Construction nor construction vehicles/equipment will be allowed access into Pinewild on the following days:

- A. All Sundays (reference PPOA R&R - Holiday/Sunday Procedures Rule for Existing Homes)

- B. New Year's Day
- C. Martin Luther King Jr. Day (3rd Monday in January)
- D. Good Friday (Friday before Easter Sunday)
- E. Memorial Day
- F. Independence Day (July 4th)
- G. Labor Day
- H. Thanksgiving Day
- I. Christmas Eve
- J. Christmas Day

Site clearing, grading or construction **may not begin until:**

- A. Final plans (as set forth in Section 6.0) have been approved by the ARB. In the event that the Applicant's landscape plan was approved only "in concept", a revised landscape plan incorporating all changes required must be resubmitted within sixty (60) days of receipt of the ARB's conditional approval.
- B. Building permits have been issued and prominently posted on site.
- C. Building corners have been staked and the entire perimeter of the residence adjacent structures and impervious areas, (patios, decks, etc.) has been accurately outlined with colored tape.
- D. Driveway dimensions for the complete length and width (including any turning circles and parking areas) have been staked and marked with colored tape.
- E. All trees within the definitions of Section 5.3 have been marked with green or red tape as appropriate (**Green = Cut, Red = Do Not Cut**).
- F. Owner or Owner's agent has submitted a written request to the ARB for a Tree Tag Inspection prior to the removal of any trees. Such request must indicate that the building permit has been posted on site, house corners have been staked and impervious areas marked with colored tape as noted above; driveway dimensions (including any turning circles and parking areas) have been staked and taped; and all trees on the building lot within the definition of Section 5.3 of this document have been numbered and identified as intending to be retained or removed as indicated by the use of red or green tape. (Tree Tag)
- G. The ARB has issued a written decision regarding the Tree Tag proposal. (Prior to the finding, the ARB will schedule a site visit to inspect the trees tagged. The Owner's representative is encouraged to attend this inspection. During the inspection, the ARB representative may approve the tree tag proposal, reject the proposed removal of individual trees, or discuss options available to the proposed plan. The written finding by the ARB will approve, reject, or approve with conditions the proposed tree removal plan. Following ARB approval of the Tree Tag plan, the property will hereinafter be considered a "Residence". No trees as defined by Section 5.3 of this document may be removed before, during, or after construction that have not been approved by the ARB. If any such trees are removed without ARB approval, the ARB may require replacement with comparable trees and/or impose a fine upon the Owner.)
- H. One builder's sign, conforming to Pinehurst Village regulation, is required to be prominently installed on the job site and shall be removed prior to final inspection. The sign shall remain properly installed throughout construction. No other signs are permitted on the construction site. All builders are required to provide a 24-hour emergency telephone number to the Community Manager.
- I. Sanitation facilities for workers are required on each construction site. Where possible the facility shall be placed on the site behind trees and plantings when viewed from the street. The door shall face the interior of the lot. Lattice work or other ARB approved fencing shall surround the sanitation facility on three sides.
- J. A temporary crushed #4 aggregate stone construction entrance, a minimum of 15' wide x 30' long x 6" deep, shall be installed and maintained at the proposed

driveway entrance prior to construction. The purpose of this entrance is preventing the transfer of dirt and mud from the construction site onto the streets of Pinewild. Failure to maintain this entrance in a manner that accomplishes this purpose may result in a fine of \$100.00 per day.

8.2 Construction Time Limitation

Approved plans for new construction and additions or modifications are valid for one year from the date of approval (see Section 7.5). If no construction has been initiated within that time, the plans are no longer valid and any project shall require new submissions and approval. Construction on all projects must be completed within one year from the time it is initiated. New residence construction shall deem to have been initiated once tree tag approval has been received and the property is assessed by the PPOA as a "Developed" lot.

If an extension is needed to the above time frame, the Owner/Builder must submit an extension request in writing, containing an explanation for the necessity of the request, for review and possible approval by the ARB. If the Owner/Builder fails to complete the work of construction within twelve (12) months, and such failure is materially attributable to the act, omission or negligence of the Owner/Builder, and not *force majeure*, the ARB may assess a fine of up to \$100.00 per day until the work of construction is complete.

Construction vehicles/equipment are not permitted access into Pinewild on Sundays or on major holidays (please see Section 8.1 for the list of these applicable holidays).

8.3 Erosion Control

The Erosion Control/Drainage Plan identified in Section 6.4 (Paragraph A-8) of this document shall be implemented as drawn and shall create an ongoing obligation of the Owner, and its successors, to properly maintain and ensure the full performance of all erosion, siltation, and water diversion measures set forth in the plan. If, despite the approval of water diversion measures or the absence thereof, silt erosion, siltation and sediment pollution or alteration of the natural flow of water or diversion of run-off to adjoining properties occurs, any damage to adjoining properties therefrom shall be immediately re-mediated and preventative measures shall be immediately implemented to avoid a recurrence thereof.

8.4 Site Maintenance

All job sites shall be maintained in a clean and orderly condition as described below.

- A. All materials and equipment must be stored on the Owner's property. None may be stored on either the right of way or PPOA property.
- B. All supplies and materials shall be kept neatly stacked and well ordered.
- C. On-site building materials shall be limited to those required for remaining construction at that site. For example:
 1. Quantities of concrete block shall not be maintained on-site after completion of the foundation.
 2. Surplus bricks, sand, and mortar mix shall not be retained on site after completion of the masonry work.
 3. No building site shall ever be used as a storage site for vehicles or equipment not being used in current construction activities.
 4. Construction vehicles cannot be parked overnight anywhere in Pinewild. Such vehicles are subject to towing at the Owner's expense. Exceptions can be made for the temporary parking of heavy equipment used for site clearing and foundation work, mortar mixers, fork lift trucks, and small tractors used for final

- grading. Vehicles cannot be parked outside the property lines of the job site.
5. Construction trailers of any type (used as an office or for storage of construction materials) are not permitted. Small tool trailers are permitted and must be parked in an unobtrusive area on the work site. No such trailers shall be parked outside the property lines of the job site.
 6. All builders are required to use dumpsters or other appropriate containers for collecting scraps of building materials, including lunch trash, bottles and cans. These containers must be kept on site and emptied when the debris accumulates to a visible height of more than one (1) foot above the sides.
 7. No open burning is permitted at any time. During cold weather seasons, controlled burning in a suitable barrel is permitted for warmth provided there are workers on site at the time of the burning. Such permitted fires must be fully extinguished before leaving the site unattended.
 8. Contractors shall be responsible for the repair of any damage to adjacent property occurring during construction including, but not limited to, such things as disturbed easements or rights-of-way on adjacent/across the street areas caused by vehicle parking, street or curb damage and live tree/vegetation damage. Repair of disturbed easements or right-of-way shall include the application of perennial grass seed or other appropriate means of restoration. The Contractor will be required to insure the proper restoration of the easement and right-of-way areas.
 9. Contractors will be responsible for cleaning up and removing sand and/or dirt from the construction site that washes into the street within forty-eight (48) hours of any such incident.
 10. Failure to properly maintain the construction site may result in a fine of \$100.00 per day.

8.5 Conduct of Workers

In general, construction hours are limited to the hours of 7:00 AM to 7:00 PM (or dusk if earlier), Monday through Saturday. NO exterior or noisy construction, including delivery of construction materials is permitted on Sundays or any Holiday identified in Section 8.2. Alcohol, drugs, or other illegal substances, and firearms are not permitted on the job site. Loud or disruptive behavior of workers and the playing of loud music are prohibited. Violation of these regulations may result in a fine of \$100.00 per incident.

8.6 Right to Enter for Inspections

The right of entry and inspection is specifically reserved by the ARB and its representatives to visit the Owner's property for the purpose of verifying compliance with the approved plan and ARB requirements.

8.7 Revisions and Changes during Construction

All exterior construction must be completed in accordance with the application and design plan as approved by the ARB. Once a design plan has been approved by the ARB, any proposed changes to that plan must be submitted and approved by the ARB, prior to their implementation.

8.8 Termination or Replacement of the Builder

The ARB shall be given written notice of a decision by the Owner to terminate or replace a builder during the construction phase. Before commencing construction, the new builder shall post a construction deposit. Once this deposit is received, the ARB will refund the remaining construction deposit to the terminated builder.

8.9 Final Inspection

Prior to Final Inspection the Contractor will provide the ARB office with an electronic copy of “as-built” building drawings and landscape plans for its permanent records. The following must be included in that submission:

- A. As-Built Final Survey
- B. As-Built Foundation Survey
- C. As-Built complete residence plans including any changes that have occurred during the construction
- D. As-Built Landscape final plans including all changes that have occurred during the construction

The Owner or Owner's agent shall notify the ARB in writing upon completion, having obtained the Village of Pinehurst Certificate of Occupancy, and request a final inspection. The ARB shall notify the Owner or Agent of a date and time and conduct the requested inspection within seven (7) days. All exterior construction, landscaping, removal of tree tags, and final site work, including cleaning the lot of all construction material and debris must be completed prior to the ARB final inspection. The Owner may not move personal property items to the house nor occupy the residence until receipt of the Certificate of Compliance from the Pinewild ARB.

Failure to comply with any aspect of this final inspection and occupancy provision may result in a fine of \$100.00 per day. Approved sets of plans, sample materials and color samples will be returned to the Applicant following the Final Inspection Approval.

8.10 Violation and Enforcement

In the event that Contractor or its agents, employees, or sub-contractors violates the provisions of this Contractor's Agreement, or the Covenants or Guidelines, the PPOA shall have the following non-exclusive options:

- A. To impose fines against the Contractor in accordance with the Fine Schedule attached as Exhibit A, and recover the same from the Contractor, including by deducting such fines from the Construction Compliance Deposit. Fines may initially be imposed by the ARB Primary assigned to the Lot, with a right of appeal to the ARB.
- B. To perform any work which Contractor has failed to perform that is required under this Contractor's Agreement, or the Covenants or Guidelines, and recover the same from the Contractor, including by deducting such costs from the Construction Compliance Deposit.
- C. To bar the Contractor from building in Pinewild in the future.
- D. To issue a stop work order until said violation is remedied.
- E. To pursue all other remedies that may be permitted by law.
- F. The Contractor may appeal any fine decisions per section 7.3 of these Policies and Procedures.

In addition, the ARB may levy such other penalties as it may determine in its sole discretion, which may include a suspension of privileges to build in Pinewild for a period designated by the ARB, and/or an increased construction deposit for subsequent projects and/or other penalties.

9.0 Demolition

Demolition of any dwelling or portion of an existing dwelling, must submit an application, prior to removal of property. The application must be submitted by the homeowner with a copy of the approved NC licensed demolition contractor information. All PPOA, rules, covenants and ARB Policies and Procedures must be adhered to. The contractor is responsible for all permits, environmental testing and certifications required by local, state and federal government agencies. Application fee is \$5000.00 (refundable at the end of the project upon final inspection by the ARB. A \$1000.00 road usage fee (non-refundable) is required.

10.0 Appearance and Maintenance Guidelines for Developed

10.1 Introduction

All Owners of developed properties, whether they are the original owners of the residence or a subsequent owner of the residence, are required to maintain their property in compliance with the Architectural, Site, and Landscape requirements identified in Sections 3.0, 4.0, and 5.0 of this policy.

Those sections also will provide Owners with necessary information regarding the requirements for requested projects frequently brought before the ARB such as planned improvements to the residence exterior, or landscaping, or the installation of fencing and play equipment. Property Owners should review those requirements periodically to ensure their familiarity and continued compliance with them. The ARB is charged with ensuring the continued compliance by all Property Owners with those standards.

All exterior construction, renovation, repair, additions to or alterations of the structure on a developed lot must be submitted to the ARB for prior review and approval received before work may begin. Similarly, major changes or additions to the existing landscape require prior review and approval by the ARB. See Section 5.6 of this policy for more information. For information regarding decorative yard objects, see Section 4.12 of this policy. Artificial flowers or shrubbery is not permitted for use as permanent landscaping on any portion of the yard within or outside of the building envelope, i.e. in pots, at the end of driveways, or planted in the ground. Artificial plants and flowers are only allowed year-round as door decoration, on front and rear porches, decks, patios and in window boxes. Potted artificial plants and flowers are not permitted on the steps leading from porches or decks. The non permissible area also includes PPOA and utility right of ways.

Additionally, continued maintenance of the Owners' properties is necessary to ensure an appearance appropriate for this Community that is essential to the preservation of the beauty and value of all properties in Pinewild. The CC&Rs establish those relevant obligations in Sections 8.1.2.1, 14.1.1, and 14.1.2.

The above guidelines are intended to help clarify the Property Owners' responsibilities.

Conventional distinctions between Landscaping & Building Construction Definitions:

LANDSCAPING involves modifying outdoor spaces for aesthetic and practical purposes. Landscaping focuses on enhancing the outdoor environment to improve aesthetics, functionality, and sustainability. Landscaping is divided into two categories: hardscapes and softscapes.

HARDSCAPING is a subset of the landscaping effort on any property. It is defined as the non-living elements of landscape. These are man-made features in the landscaping area of a property. Hardscapes define areas, provide foundation for plantings, and can withstand weather conditions with minimal maintenance.

SOFTSCAPES: refer to the living components of landscaping.

Hardscape Examples

- A sidewalks
- B patios not covered with a roof structure
- C retaining walls
- D planter boxes detached from a home's wall structure
- E yard signage
- F lighting structures/standards detached from a home's wall structure
- G outdoor playground equipment
- H driveway markers/pedestals
- I mailbox structures
- J water features; including hot tubs
- K pergolas
- L outdoor kitchens/fireplaces
- M outdoor lighting
- N artificial grass
- O Planter boxes built below windows on a home.
 - a. Yes, planter boxes on homes are generally considered part of landscaping, as they are used to add plants and greenery to a property, contributing to its overall aesthetic and design, even though they are containers rather than directly planted in the ground; this is especially true when they are used as part of a larger landscaping plan with other plants and features.

Softscapes Examples

- A Plantings of all types,
- B sod,
- C flower beds,
- D irrigation systems
- E pots on all patios.

Construction: involves building structures or any fenestration on a building. Example:

- A Patios with a covered roof

10.2 Lawn Care

The yard should be free of pine cones, twigs, dead leaves, and other debris, and maintained in an attractive state. Where the design calls for grass, it must be replaced if dying, and cut when growing. Where the design calls for pine straw, it must be replenished as it becomes thin or gray. Bare ground where the landscape plan calls for pine straw or grass is not permitted. Professional lawn care or landscaping services will not be admitted into Pinewild on Sundays or major holidays.

10.3 Tree Removal (Reference Section 12 for additional information)

Section 5.3 of this policy identifies those trees of a certain diameter that require ARB approval before removal. All other trees may be removed at the Owner's discretion. If the Owner wishes to remove a tree that requires ARB approval, the Owner may write or send an e-mail to the PPOA office and request approval. The request should state the reason removal is necessary. Identification of the tree by tying a ribbon or tape around it is helpful should an ARB member need to visit to inspect prior to responding. The Owner will receive a written or e-mailed response to the removal request. Any tree removal must be flush with the ground, so that no stump is visible.

Property Owners must remove the following trees:

- A. Dead trees and trees struck by lightning and their stumps.
- B. Diseased or infested trees and their stumps that endanger the health of other nearby trees. Information regarding such diseases and infestations is available from qualified arborists or NC Forest Service.

10.4 Exterior Surfaces

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

10.5 Docks and Bulkheads

Docks and bulkheads may be installed on lake lots with the approval of the ARB. No dock may extend beyond seven (&) feet from the bank and may not exceed fifteen (15) feet in width. A permit from the Village of Pinehurst and written permission is required from AEP.

10.6 Roofing

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

10.7 Erosion Control

Where run-off of water onto another property or PPOA roads and property arise, the Owner is required to rectify the problem. The Owner must present a revised erosion control plan to the ARB for approval prior to re mediating the issue(s). (See Section 8.3)

10.8 Garage Doors

Garage doors are required to be closed at all times when not in use.

10.9 Bushes and Shrubbery

All shrubbery must be maintained in a presentable appearance. When appropriate, shrubs should be trimmed. Dead or diseased portions of plants should be pruned. Dead plants should be removed and replaced if required or desired.

10.10 Sapling Tree Density

All sapling trees may be no closer to each other than five (5) feet.

10.11 General Appearance

- A. Each Lot Owner is responsible for maintaining the cleanliness and appearance of their property and keeping it free of litter and excessive clutter. No clotheslines or other strings, ropes or cords may be strung across the property. No outdoor drying of laundry shall be done in a location visible to or from any other Lot or any road or golf course in Pinewild.
- B. When not in use, garage doors are to be kept closed.
- C. No tents, trailers or other temporary structures are permitted.
- D. All refuse and debris shall be stored in appropriate covered containers that shall not be visible to or from other Lot(s) or a road or golf course in Pinewild. The containers should be placed at street side no earlier than the afternoon of the day prior to collection and must be removed from the street the morning of the day after collection.
- E. All mailboxes are maintained by the PPOA in accordance with specific United States Postal Service standards. Decorations on the box or post, with the exception of temporary holiday decorations, are not permitted. Landscaping around the mailbox post is permitted, if consistent with Section 5.4 of this policy and does not obstruct the numbers on the mailbox post.
- F. Property owners are required to remove from Pinewild roadways bluestone and other gravel that washes out from their driveways, within forty-eight (48) hours after the bluestone or other gravel has washed out onto the roadway. Bluestone or other gravel not removed from Pinewild roadways within forty-eight (48) hours will be removed by PPOA personnel and will not be replaced in the property owner's driveway. PPOA retains the right to charge property owners for the cost of removing bluestone or other gravel from Pinewild roadways.
- G. The only permanent signs permitted on any property in Pinewild are two (2) security service signs (one in front and one in back). One Contractor Identification sign conforming to Village of Pinehurst requirements is required to be installed on the street side of a property during the period of construction activity approved by the ARB. One real estate Open House sign conforming to Village of Pinehurst requirements is to be placed on the front of the Owner's property on the day of the Open House (no additional Open House signs may be placed anywhere in Pinewild as directional aids).

11.0 Undeveloped Property Guidelines and Procedures

11.1 Appearance Guidelines

It is the responsibility of undeveloped Lot Owners to maintain their property to add to the overall attractiveness and harmony of Pinewild. Undeveloped lots shall be subject to the following requirements:

- A. The property shall be free of dead trees, either standing or fallen, as well as fallen limbs or branches.
- B. The property shall be free of dead tree stumps. All trees removed shall be cut at or near ground level so that the stump is not visible when the property is viewed from the road.
- C. The property shall be free from endangering trees, including leaning and storm damaged trees. Diseased or infested trees that endanger the health of other nearby trees must be removed. Information regarding such diseases and infestations is available from qualified arborists or NC Forrester Service.
- D. The property shall be free from dense overgrowth, described as **all** vegetation lower than ten (10) feet in height, with the exception of Pine, Magnolia, Dogwood and Holly trees. Seedling or sapling trees may be no closer to each other than five (5) feet. **All seedling Oak trees must be removed.** The removal of sapling Oak trees (described

- as oak trees taller than ten {10} feet) is encouraged, but not mandated.
- E. Wetland portions of an undeveloped lot are exempt from the standards identified in Section 10.1 (Paragraph C) of this policy, must have the Army Corp of Engineering official documentation processed and received by the ARB.
 - F. Requests for a variance from any or all of the standards in Section 10.1 for properties along the perimeter of the Pinewild development must be submitted in writing. The reasons necessitating the request must be provided. All requests will be decided on a case-by-case basis and those decisions shall not serve as precedent for other such requests.

11.2 Enforcement Procedures

No less than every three years, the ARB will inspect each non-developer owned, undeveloped property. If it is found not to be in compliance with these requirements, the Owner shall be notified by mail. The letter shall advise the Owner that the property must be brought into compliance with the ARB standards within 90 days of the date of the letter. The Owner shall also be advised that should the deadline not be met, the PPOA will have the lot cleaned and assess the Owner the cost of cleaning plus a fine of \$100. This deadline may be extended by the ARB should the Owner be able to demonstrate the need for an extension.

12.0 Modifications

All changes to existing developed lots' landscape, structures, utilities or grading are subject to and must comply, with all provisions of the CC&R'S and this policy's requirements.

12.1 Minor Modifications - Reference Sections 3.0, 4.0, 5.0 and 10.0 (Requires the Minor Modification Application to be submitted) www.pinewild.org/arb/forms

Minor changes to existing homes and grounds (including but not limited to) require ARB approval, but do not require a deposit or final inspection

- Minimal Landscaping – Sections 5.4 and 10.0
- Tree Removal - Sections 5.3 and 10.3
- Exterior color changes – Sections 3.7 and 10.4
- Deck or Patio Repairs – Section 3.11
- Roof replacement – Section 3.8
- Poles, Goals, Swing Sets and Recreational Equipment - Section 4.10

12.2 Major Modifications – Reference Sections 3.0, 4.0, 5.0 and Section 8.0 All fees assessed will be calculated per the **Application for Major Modifications**. www.pinewild.org/arb/forms

Major changes to existing homes and grounds (including but not limited to) require ARB approval and an ARB final inspection:

- Foundation Landscape changes or major changes to the existing landscape – Section 5.4. This application will require a landscape plan submitted with the application
- Additional decks, patios, outdoor kitchens, etc. – Section 3.11 - This application will require a site plan and a landscape plan submitted with the application.
- Fences – Section 4.2 – This application will require a site plan and landscape plan

12.3 Pools Reference Section 8.0

Applications to the ARB for consideration of the construction of a pool, shall in large part be evaluated on the basis of the submitted landscape plan designed to achieve compliance with this Policy.

Above ground pools are not permitted. Pools and their associated fences are not permitted outside the building envelope. Pools are permitted inside the rear and/or the side portion of the Building Envelope, but may never face the street or be seen from the street. Mechanical equipment servicing swimming pools must be adjacent to the house and fully screened on all sides. All pools must be enclosed by an approved fence at least four (4) feet in height. In addition to the requirements for screening fencing described in **Section 4.2** of this document, additional natural screening of the pool area shall be required to minimize the perceived intrusion of the pool area into the golf course or lake areas and/or neighbors' residence and yards.

Applications to the ARB for consideration of the construction of a pool, must have the following documentation submitted with the Modification form:

1. Site Plan – must be legible and submitted in PDF format and two paper copies (no smaller than 11x18 size paper)

- Property lines and house location
- Building Setback lines (identified as the building envelope)
- Grading Plan must show existing and proposed elevations for all improvements.
- Location of Pool – This must be located inside the building envelope
- Location of mechanical equipment –(must be adjacent to the home)
- Location of the Fence – this must be located inside the building envelope
- Tree removal (if required to install pool, will need to be identified and taped with green ribbon/tape
- **NO TREES MAY BE REMOVED** UNTIL APPROVED BY THE ARB
- Location of silt fences

2. Landscape Plan – must be legible and submitted in PDF format and two paper copies (no smaller than 11x18 size paper)

- Location of pool
- Location of pool equipment
- Fence location and screening plants identified
- Plant list with quantities, botanical names including genus, species and cultivar, and sizes
- Concrete or pavers added around pool
- Additional sidewalks or steps to the pool

3. Manufacturers specification and photos submitted in PDF format and two paper copies of the following :

- Fence (Reference Section 4.2)
- Exterior Lighting detail and cast of illumination (Reference Section 4.14)
- All Additional surface materials - photos only

12.4 Exterior Additions – Reference Section 3.14 and Section 8.0

Project applications proposing structural changes to the exterior of an existing home shall include applicable architectural drawings demonstrating the proposed work. If new materials, different from those present in the existing structure are to be utilized, samples

of the proposed materials and colors used are to be included. Where changes or additions to the existing landscape or site plan are envisioned, the following documents are required to be submitted.

- 1. Site Plan – must be legible and submitted in PDF format and two paper copies (no smaller than 11x18 size paper)**
 - Property lines and house location
 - Building Setback lines (identified as the building envelope)
 - Location of the addition – must be located in the building envelope
 - Finished grade at principal corners of the dwelling
 - Tree removal (if required)

- 2. Landscape Plan – must be legible and submitted in PDF format and two paper copies (no smaller than 11x18 size paper)**
 - Location of addition
 - Existing and proposed contours with one-foot contours
 - Location of all proposed plants including to-scale delineation of plants, their numbers and layering
 - Plant list with quantities, botanical names including genus, species and cultivar and sizes

- 3. Architectural Detail - Plan – must be legible and submitted in PDF format and two paper copies (no smaller than 11x18 size paper)**
 - Foundation Plan
 - Floor plans – including the interior and exterior dimension with room names; window and door opening with sizes noted; plumbing fixtures
 - Roof plan to show how addition is connected to the existing roof
 - Manufacturers specification and photos of materials different from the existing home

12.5 Additional Project Proposals

Project proposals involving only replacement of existing windows, doors, shutters, etc. with like or similar materials, require only photos or catalogue cuts of the proposed replacements, and new color samples if applicable.

Project proposals affecting landscaping only, or the addition of a feature structure such as an arbor or pergola, and no changes to either the structure of the home or land contours or drainage patterns, require a site and landscape plans.

Projects proposals impacting terrain contours, or drainage patterns, or additional utilities, require a proposed site plan and a grading plan showing the placement of all existing and proposed fences, patios, utilities, trees, shrubs, etc. and ground contour changes (see Section 6.0)

- 1. Planter Boxes** require the submission of a Minor Application and will be addressed at the ARB monthly Board Meeting. The application will need to be submitted with the following:
 - Site Plan – planters must be located within the building envelope
 - Dimensions not higher than 2 ft x 4 ft wide x 8 ft in max length
 - No raised planters
 - Materials selection must be approved by the ARB
 - No screening, poles or fishing lines are allowed
 - \$500.00 refundable deposit is required

2. **Playground Swing Sets** require the submission of a Minor Application and will be addressed at the ARB monthly Board Meeting. The application will need to be submitted with the following:
- Site Plan
 - Manufacturers specification sheet
 - Size may not be larger than 10' H x 18" W x 18