

RIVER RUN PLANTATION PROPERTY OWNER'S ASSOCIATION, INC

ARC Guidelines



Guidelines for Owners/Applicants

Adopted June 15th, 2021

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1.0 Introduction

- A. In accordance with the Extended Master Declaration and Development for River Run Plantation, including Covenants, Conditions, and Restrictions (Master Declaration) these Architectural Review Committee (ARC) Guidelines have been adopted by the Board of Directors (BOD) of the River Run Plantation Property Owners' Association (POA) to detail the restrictions related to lot improvements. The ARC is the BOD's designee for Architectural and Building Control. These Guidelines have been carefully developed to complement the Master Declaration but not to alter their intent. In all instances where contradictions may appear, the Master Declaration shall prevail.
- B. The committee members are volunteers appointed by the Board to assist owner members in meeting the requirements of the ARC Guidelines. They are fellow members of the POA who have agreed to serve the community by enforcing the Master Declaration and helping other members meet the requirements of the Guidelines and Covenants. As volunteers appointed by the BOD they are protected from liability by the same insurance coverage afforded the BOD.
- C. Copies of these Guidelines shall be made available to POA members upon request. They are also available on the community manager website under "Documents/ARC."
- D. It is the intention of the Board of Directors to make your lot improvement experience a pleasant one. If you have any questions regarding the ARC process, please call the front office at 910-842-2295.

2.0 Permit Process

- A. The permitting process is the same for new dwelling construction and improvements made after your dwelling is built. An application is prepared by the owner/builder that details the specifications of the intended project. The application is reviewed and approved when all requirements are met. After a site visit and meeting with the ARC, a permit is issued and upon completion of the project a final inspection is made. When completed, as approved, a Certificate of Completion is issued by the ARC. Certain permits require a fee and/or bond. The fees are listed in section 12.0 of this document. Brunswick County also requires a zoning or building permit.
- B. These guidelines are not intended to be all encompassing or to replace or delete any requirements of the Master Declaration. Rather, the spirit of these guidelines is to avoid design characteristics that might intrude on a neighbor or detract from the naturalness of the total setting. Beyond these sensible guidelines, dwellings at River Run are intended to be the individual expressions of beauty, comfort, and utility.
- C. The Board of Directors of River Run Plantation, Inc. has assigned the ARC the responsibility to ensure that all lot improvement plans are thoroughly reviewed in accordance with governing documents of the association. The ARC approves such plans prior to issuing any permit and prior to the start of any work on any lot in any station of River Run Plantation. Starting a project without a required permit will result in a fine.
- D. It is important to understand that the ARC Guidelines are mandated by the Covenants, Conditions and Restrictions of the association and to which you as a property owner have accepted as a part of the closing documents. Standards were developed to ensure conformance within reasonable limits, to maintain reasonable consistency and to enhance the beauty of River Run Plantation for the benefit of all.

3.0 Permit

It is always wise to think that any exterior alteration to your dwelling or lot may require an ARC permit to make that alteration. An ARC permit is required for the following:

- A. Installation of water and/or septic systems if prior to construction or setup of a new dwelling.
- B. New dwelling construction including manufactured dwelling setup.
- C. Changes in new construction or setup plans.
- D. Exterior changes to your dwelling including, but not limited to, trim, repainting, reroofing, and additions.
- E. Alterations to well systems, heating and air condition units, fences, or driveways.
- F. Construction or setup of a shed, garage, carport, deck, porch, ramp, or permanent structure.
- G. Construction of ornamental yard and garden structures.
- H. Adding or removing fill dirt.
- I. Erection of any fence.
- J. Replacement of a septic system.
- K. Tree removal as described in the Master Declaration and the ARC Guidelines.
- L. Installation of a dock or pier.
- M. Installation of walkways.

3.1 Permit Application Process

A permit application process has been developed to ease its preparation and shorten the review and approval process. Your first step is to familiarize yourself with the applicable standards for your Station or project. If you need help completing the owner's application form, please call the Community Manager for assistance or you may be referred to the ARC. Mail or hand-deliver all required documents and necessary plans, including checks for fees and permit, etc. to:

CAMS
828 Folly Drive, SE
Bolivia, NC 28422

Office Hours:
Monday, Wednesday - Friday
8:30 – 5:00 PM

3.2 Prior to obtaining a Brunswick County Building Permit

The owner shall have:

1. A copy of a recent survey by a registered Land Surveyor (RLS).
2. A scaled drawing showing the property lines, pin locations, the proposed location of dwelling or structure, driveway, water and approved septic system and repair fields and Deed mandated setbacks. The Builder shall submit such a survey as part of or as the required Site Plan with the application for a County Permit.
3. A meeting with the ARC and builder to pre-inspect/approve plans.

3.3 Prior to Construction

The owner and/or builder shall meet with the ARC to review the completeness, and compliance with the ARC Guidelines and the previously submitted documents/plans.

1. Items to be checked include:
 - a. Completeness of Application Form.
 - b. Completeness of Validity of Survey.
 - c. Specifications for exterior materials, including side walls and roof.
 - d. Color selections for all exterior surfaces, including shutters and roof.
 - e. Landscaping plan showing foundation plantings, lamp post placement, drainage mitigation plan and drainage culverts where needed.
 - f. Copy of builders all risk insurance or homeowners insurance with special rider for construction. Contractor must provide Certificate of Insurance (COI).
2. After all of the above have been submitted and building plans approved a building permit will be issued within thirty (30) days.
3. Construction must begin within sixty (60) days from the date the permit is issued or the permit becomes null and void.
4. The same Master Declaration criteria apply to both licensed builders and owner-builders.

4.0 Application

Once completed, the application along with necessary documentation is to be presented to the Community Manager. For a new dwelling or later improvements such as porches, deck, sheds, garages, the application must include a recent survey, any Brunswick County permits, and drawings of four sides of the structure.

- A. The application includes a description of rendering of the dwelling, design, colors, materials, and setback information.
- B. The Community Manager will check validity of your ownership, verify that you are a member in good standing and all dues and/or fines are paid in full.
- C. Certified checks for certain permits, fees and bonds are also provided to the Community Manager, to be deposited at the time of receipt.
- D. A copy of a recent survey by a registered land surveyor (RLS) shall be provided.
- E. A scaled drawing showing the property lines, pin locations, the proposed location of the structure, driveway, water and septic systems and repair fields, and deed-mandated setbacks (these items may be documented on the survey) shall be provided.
- F. The Builder shall submit such a survey as part of or as the required Site Plan with the application for a County Permit;
- G. Or provide written certification by a RLS (other than original surveyor) that all property line pins are in place, visible and in the proper location.
- H. Any new additions constructed that are not specifically covered by the initial building permits, must be approved by both Brunswick County and the River Run Plantation ARC.

5.0 Site Visit

The ARC along with the owner and/or builder will visit the lot where the construction is to take place.

- A. The site shall be bush hogged prior to the visit.
- B. The ARC conducts a site visit for approval of staked dwelling location, septic system and necessary tree removal prior to clearing the lot.
- C. All trees to be removed are to be clearly marked with a band tied near eye level. The ARC will inspect the tree markings and remove those on trees that are not to be removed.

6.0 Building Criteria

The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marshes, and a restless river. The following "building criteria" are intended to ensure that all the dwellings in our community are gracious, compatible amenities to the treasured atmosphere that makes River Run so special to all of us.

6.1 Architectural Styles

There are no "set" or "prescribed" architectural styles. Creative and sensitive architectural solutions are encouraged to complement each site, to express the design concept of individual property owners, and to contribute to the property as a whole.

1. Each new dwelling built shall be of individual design and shall not be repetitively similar to any other dwelling in the plantation. The Architectural Review Committee shall use its discretion to review each design application and determine how it complements the surrounding dwellings and community. The goal is to avoid the appearance of a neighborhood of prefabricated, modular or tract dwelling construction.
2. Therefore, dwellings of repetitively similar design will not be approved. The Architectural Review Committee will consider roofline, roof pitch, building footprint, elevation and facades as well as material and color choices to determine the appropriateness of design, exterior materials and colors as well as that the style is complimentary and not redundant.
3. The overall objective is that the structure enhances rather than intrudes upon the natural surroundings of the area. Accordingly, exterior materials shall be wood, brick, or cement and fiber composition with colors of white, off-white or colors in muted brown, gray, green, or other natural hue. The ARC maintains a color selection list of colors that may be used to ensure compliance with this guideline.
4. All new site-built dwellings shall be built on either a conventional crawl space or a raised slab foundation. "Slab-on-grade" or monolithic slabs will not be approved. Approval for a raised slab shall require that a 2 cinder-block or 16 inch minimum be installed, referenced to the HIGHEST point of the footing of new construction foundations. This requirement will help prevent washout and flooding, as well as providing a more aesthetically pleasing appearance.
5. All dwellings must be constructed according to the building code of Brunswick County.

6.2 Setbacks

The minimum setbacks for all dwellings are the same in all Stations and shall be:

1. Seven and one-half (7½) feet measured from the side property lines to the foundation of buildings, or attached decks, porches, steps, heating and air conditioner units as well as surface placed gas-tanks, trash receptacle enclosures or similar permanent fixtures, including steps;
2. Fifteen (15) feet from the side street property line on corner lots;
3. The front set-back of the dwelling shall be a minimum of thirty (30) feet from the front property line and generally shall conform to the setback of adjacent and adjoining properties;
4. Setback from the rear property line for placement of a dwelling, shed/garage shall be nine (9) feet;
5. Minimum Setback for Lake Lots from lake water edge to nearest foundation of building, including decks and porches, shall be sixty (60) feet where possible.

6.3 Use of Lots

Privately owned lots shall not be used except for single-family residential purposes.

Structures shall not be erected, placed or permitted to remain on any lot other than a single-family residential dwelling and such outbuildings as usually accompany a single-family residential dwelling, including a private garage.

1. Garages

All dwellings may have one (1) garage of up to 600 square feet or one third (1/3) the square footage of the dwelling, whichever is greater, but not less than 264 square feet. An exception to this size limitation may be made when the garage is located under the dwelling, in which case it may not exceed the footprint of the dwelling itself. The garage shall match the architectural style of the main dwelling, have matching roof, eaves, overhang, and coloring. Attached garages shall have the same sidewall material as the main dwelling. Garages shall be on either a cement slab or other permanent foundation. Hurricane tie-downs shall be internal (no external straps). Final placement of the garage on the lot shall be as established by the ARC and shall generally conform to the set back of adjoining properties. Setback from the rear property line for placement of a garage shall be 9 feet.

2. Carports

Carports must match the architectural style of the dwelling having matching roof materials, eave overhang, and color.

3. Shelter(s) for household pets may be built and installed at the back of a dwelling, not visible from the front street. Such shelters shall be properly tied down. A small unobtrusive fenced-in area, blending with the surroundings and the architectural features of the dwelling may be included. Freestanding dog runs, three- or four-sided, of any description or size, are not allowed.

6.4 Siding Material

All siding on site-built dwellings must be painted and installed in colors in keeping with the general requirements of these guidelines.

1. In Stations 1,4,5,6 and 7 extruded PVC or metal may only be used on soffits, fascia and for trim purposes.
2. Exterior building materials for all dwellings, garages, and other out-buildings may be brick, stone, poured concrete with color finish, vinyl, metal with color finish, hardy plank or similar construction materials, cinder-block with stucco color coat finish and hurricane glass, except that in Stations 1, 4, 5, 6 & 7 no exterior siding shall be vinyl, metal, or engineered wood.
3. Other Approved Siding Materials
 - a. Fiber Cement - composed of Portland cement, ground sand, cellulose fiber and water, 5'16" thick, weighing 2.3 lbs./sq. ft. with a flexural strength along direction of sheet-1850 psi, across direction of sheet –2500 psi when tested in accordance with ASTM test method E136. These specifications are limited to the horizontal lap siding with wood grain texture as the preferred selection and "smooth" siding as an option.
 - b. Wood-like molded polypropylene interlocking boards or panels that are 90 to 100 mils in thickness, colorfast and installed in a manner which enhances the general surroundings.

6.5 Roofing Material

New or replacement roofs require and ARC permit to proceed. Any material approved for use in Brunswick County may be approved. Metal roofing may be used on new construction or a replacement roofing material.

1. The roof color shall be complimentary to the siding color and enhance rather than intrude upon the natural surroundings and neighborhood dwellings. No abstract or contrasting colors are allowed. Bright colors offered by manufacturers, such as bright Red, bright Blue, Yellow, White, Copper, galvanized like finish (unpainted) will **not** be permitted. Colors shall be more muted to blend in with the surrounding dwellings, such as black, grey, brown, and dark green.
2. In addition, Galvalume Plus will be permitted having a thin acrylic coating and is available with Rib-LOC panels in 26 or 29 gauges.
3. Quality Steel or Aluminum Metal Roofing of residential architectural design, such as Coastal Metal Service (CMS) Rib-Loc Panels, Dry-Loc Panels and Prime-Loc Panels or Metal Forming Inc. 1" or 1.5" Snap-Seam Panels with two stiffening ribs per panel, or other equivalently, shall be approved by the ARC.
4. The ARC shall use its discretion to review and approve all application and color selections, based on actual color samples and color combinations, to determine how it complements the aesthetic of River Run Plantation.
5. Roof peaks shall be limited to 35 feet above the ground at the highest point at which the grade meets the foundation.

6.6 Decks, Porches, Patios

Covered porches, open, glassed or screened shall match the trim and sidewall color of the existing dwelling, both exterior and interior. Deck(s) may be installed where appropriate and may be constructed with pressure treated wood, brick, wood-polymer composite decking or concrete.

1. A sundeck or porch shall meet Brunswick County Codes and be constructed in a manner to present a neat appearance.
2. The sun deck or porch shall be constructed of all weather or treated wood and may be stained, or if painted shall carry the same coloration as the dwelling.
3. A concrete or stone patio (with mortared joints), pavers, and bricks may be installed in lieu of the deck or porch. Neither the sun deck nor porch must be covered.
4. Covered porches are permitted. They must be a minimum size of six (6) feet wide by eight (8) feet long.
5. The deck or porch shall meet all setback requirements.
6. The patio, like the sundeck or porch, may be open or covered. However, if covered, it shall carry the same color as the dwelling. Color of the banister rail pickets, and roofing shall complement the dwelling.

6.7 Water Hookup

Brunswick County requires that all new dwellings connect to county water.

1. However, for existing dwellings and future installations, well pumps, when possible, should be under the dwelling or in a garage. When an outdoor well house is used, it shall be constructed with the same brick as used in the underpinning of the dwelling or approved siding, covered with matching shingles and trim painted to match the dwelling.
2. Well houses shall be kept to as low a profile as possible.
 - a. The total height above the ground, including roof, may not exceed 44 inches
 - b. Width and length shall not exceed 48 inches.
 - c. It is suggested that the well house roof be constructed as a hinged and tilted flat roof (or a very low gable roof), to be easily removable for maintenance.
3. All well-related equipment shall be housed inside the well house and arranged for ease of maintenance.

6.8 Off Street Parking

Appropriate provisions must be made for off-street parking as a part of the plans.

A designated parking area shall be defined by landscape timbers, small shrubs, rocks or other permanently installed materials. The parking area may be left natural, mulched or paved with gravel, asphalt or concrete.

6.9 Mailboxes

Should individual mailboxes be erected they shall meet the USPS specifications. A roadside mailbox shall be placed where a carrier can reach inside without leaving the vehicle. The mailbox should be positioned about 41" to 45" off the ground and back about 6" to 8" from the roadway pavement.

6.10 Types of Dwellings Permitted

All dwellings shall be installed in accordance with the building code of Brunswick County and have underground utilities.

1. Minimum heated square footage requirements are as follows:
 - a. Station 1, 1250 square feet;
 - b. Station 2, 1120 square feet;
 - c. Station 3, 840 square feet;
 - d. Station 4, 1250 square feet;
 - e. Station 5, 1450 square feet;
 - f. Station 6, 1450 square feet;
 - g. Station 7, 1500 square feet.
2. All single-wide and double-wide dwellings, placed in Station 2 and 3 shall be new at the time of placement on any lot.
 - a. They shall be set on double block foundations, must be closed in underneath with brick. No other materials may be used for the underpinning.
 - b. Exterior materials shall be tied, shiplap siding installed vertically or horizontally, wood, brick, or cement and fiber composition.
 - c. All brick steps will be constructed with the same type as used in the underpinning of the dwelling.
 - d. The dwellings shall be placed on the lot under the supervision and control of the ARC. In determining the placement, the ARC will generally establish a setback line from the street for each lot or row of lots, and further, the dwelling will generally be placed parallel to the right-hand property line as viewed standing in the street looking into the lot.
 - e. Due to access and road limitations at River Run Plantation, the maximum size of a single-wide dwelling shall not exceed 16 feet by 76 feet of fully enclosed floor area, and shall be limited to a height of 14 feet and 6 inches.
 - f. Hitches used in the transportation of the dwelling must be removed from the dwelling.
3. Log dwellings, "A-frame", octagonal or geometric dwellings shall not be permitted.

6.11 Driveway Light

A lamppost shall be installed along the street side property line near the driveway of the dwelling. The light will conform to the ones already in use in the community. The light must be installed with an automatic switch that comes on in the evening and off in the morning using a 40 to 60 watt equivalent bulb.

6.12 Landscape Plans

A landscape plan shall be provided as part of the application.

1. All landscape plans will include, where possible, the addition of trees to the property. The trees shall be placed so as not to impact the dwelling or any appurtenances.
2. Any permanent lawn decorations must be in keeping with the overall character of the River Run Plantation community.
3. Decorations for standing holidays may be installed thirty (30) days prior, with removal no later than thirty (30) days following the holiday.

6.13 Front Entrance

Front entrance decks shall be a minimum of four (4) feet by four (4) feet. In addition, a deck or porch is required for each exit door that is eighteen (18) inches or more above grade and shall be a minimum of four (4) feet by four (4) feet. All wood made steps facing streets must have solid risers between treads.

6.14 Skirting

All ground floor Decks, Sheds, Porches, Ramps or other similar structure with a ground clearance of more than 12 inches shall be skirted with lattice or some other approved material. All wood-made steps facing streets must have solid risers between treads.

6.15 Timelines

Basic time limits for obtaining the POA Certificate of Completion for dwelling construction, including exterior finishes, final grading of all areas, landscaping and foundation planting of front and side yards, may not exceed:

1. 3 months for any action overseen by ARC, other than construction of dwellings and garages.
2. 5 months from delivery of Single-wide mobile dwelling.
3. 5 months from delivery of Double-wide mobile dwelling.
4. 4 months for modular dwellings.
5. 3 months for Garages (not part of new dwelling construction).
6. 9 months for site-built dwellings less than 1500 sq. ft.
7. 10 months for site-built dwellings 1501-3000 sq. ft.
8. 12 months for site-built dwellings larger than 3000 sq. ft.

7.0 Trees

River Run Plantation has a proud history of attempting to preserve the natural beauty of the community. The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marsh, and a restless river.

What makes River Run Plantation different from other plantations in Brunswick County are the hardwood trees we have. It is our mission to retain and replace them with like hardwood species where necessary. Every effort will be made to retain our trees.

It is a violation of the Master Declaration and a fineable offence to remove any tree larger than six (6) inches in diameter at five (5) feet above ground, or farther than 15 feet from a dwelling.

7.1 Removal of Trees

ARC approval for removal of trees will be given for specific reasons.

1. Trees may be removed from an improved lot only under the following conditions:
 - a. Any tree less than six (6) inches in diameter as measured at five (5) feet above the ground may be removed without prior authorization of the Association.
 - b. Any tree with a trunk within fifteen (15) feet of any dwelling may be removed without prior authorization of the Association.
 - c. Authorization provided by the ARC by written permit.
 - d. The ARC may approve the removal of trees encroaching on septic fields, driveways, unattached garages, decks, porches, sheds and such things that may be damaged by the tree.
 - e. The ARC may approve the removal of trees provided written documentation is obtained from a Certified Arborist or Landscape Professional that the tree is dead or nonviable.
2. Trees shall not be removed from an unimproved lot without a prior, written permit from the Architectural Review Committee.

7.2 Unauthorized Tree Removal

Any property owner who removes a tree from a lot that does not meet the above criteria shall be subject to the following:

1. After the complete stump has been removed, replace the tree in the exact spot the original tree was located.
2. The replacement tree will need to be of nursery quality stock, with a minimum of two (2) inch caliper, be six (6) feet in height and be maintained in accordance with North Carolina Cooperative Extension Service.
3. The replacement tree may not be removed at any time without the written permission of the Board of Directors or its designee.
4. A fine of One Hundred (\$100.00) dollars per day will be assessed, starting five (5) days after a certified notification letter of a violation is received. The fine will be enforced until the violation is remedied.

7.3 Property Owner's Responsibility Regarding Trees

There is no such thing as a perfectly safe tree. It is the responsibility of the Property Owner to frequently inspect trees on owned property to mitigate risk of damage to trees and damage to property (including adjoining properties) by trees. Proper pruning and cabling can cost a fraction of removal and replacement.

1. Whenever possible and desirable, removed defective trees must be replaced by planting nursery quality trees with a minimum 2 inch caliper and six feet in height when planted. The number of replacements is based on the diameter of the removed tree.
2. One replacement for every 6 inches of diameter. (Example: One 12 inch diameter tree removed requires two replacements of trees each with a 2 "caliper and 6' high when planted).

7.4 Tree Removal Prior to Construction of Dwelling

1. No trees may be removed from an unimproved lot without prior written approval of the ARC.
2. The ARC shall determine which trees may be removed.

8.0 Fences

Installation of fences and enclosures must be approved by the ARC before construction begins. Such fences and enclosures shall be maintained in a good state of repair so as not to detract from the surroundings.

8.1 Privacy Shields

"Privacy Shields" shall be authorized by the ARC only for shielding of decks, outdoor showers, spas, and hot tubs in the rear or side of the dwelling. "Privacy shields" may be erected on the lots in all stations in the subdivision, provided that such shields are constructed of wood or have a wood-like appearance, are placed so that the setback requirements of the Master Declaration are maintained and are constructed and designed to blend with the general surroundings of the lot. Privacy shields shall not exceed 7 feet in height measured from the ground or deck floor. When placed around a deck, a privacy shields shall be placed within one (1) foot of the deck.

8.2 Perimeter Fences

"Perimeter Fences" shall be placed no more than two (2) feet from a property line and must be within the property owner's lot. The fence may not be over four (4) feet high from the ground level and may enclose only the rear yard. The fences may be post and rail, split rail or picket fences (spaced a minimum of three and one half (3.5) inches apart) and must be constructed of wood or wood like material, vinyl or precast metal and may enclose only the rear yard. In certain instances, in Stations 2 and 3, the fence may come down one side to the front, side, or rear entrance of the dwelling. No fence may enclose any portion of the front yard. No chain link is allowed as a perimeter fence.

8.3 Enclosure Fences

1. "Small Enclosure Fences" such as used to enclose gardens shall not exceed four (4) feet in height and may be up to 300 square feet, the enclosure shall only be located in the rear of the dwelling, so as not to be seen from the front street, and must be constructed of wood or wood like material, vinyl or precast metal.
2. Other small enclosures may be added adjacent to or adjoining the back of the dwelling so as not to be seen from the front street and shall not exceed 100 square feet and four (4) feet in height and must be constructed of wood or wood like material vinyl or precast-metal.
3. Small unobtrusive Enclosure Fences to retain a dog, shall not exceed six (6) feet in height, may not exceed 100 square feet, and shall be constructed of wood, wood like material, vinyl, precast metal or with chain link material. A top for the enclosure, made of wire, may be necessary to contain larger dogs. The enclosure shall be located at the back of the dwelling so as not to be seen from the front street.

8.4 Decorative Fences

"Decorative Fences", limited in heights and length, are permitted as an ornament in specific areas of the front yard to enhance, beautify or decorate a flowerbed, the corners of the lot or other plantings.

9.0 Special Situations

9.1 Lakefront Lots

1. Lakefront lot owners are responsible for any water-edge erosion and lake contamination caused by construction or disturbance of existing habitat within ten (10) feet of the water edge. The ARC and POA require corrective actions at owner's expense for contamination of POA common lake area.
2. During Construction, clearing of existing habitat within ten (10) feet of water-edge is not permitted. Placement of silt fencing along ten (10) feet perimeter is required when clearing higher ground.
3. Depending on site condition and extent of clearing of the lot, additional means of protection of common lake area may be needed, such as, but not limited to installation of a berm on the height side of silt fencing or installation of additional silt fencing.
4. Clearing of existing habitat is discouraged within ten (10) feet of water's edge.
5. The ARC may approve selected removal of larger trees to enhance water views. Stumps and root system may not be dug up.
6. Lot owners wishing to establish a lawn area to the water-edge, contrary to preference listed above in 9.1.4, landscaping shall place sod in the ten (10) feet perimeter immediately after clearing to the water-edge. The sod shall be protected with silt fencing until the higher ground lawn is well established.

9.2 Culverts

1. Any driveway from the street to the lot that requires a culvert (pipe), head walls of the matching brick under the dwelling will be constructed at each end of the pipe.
2. These head walls shall not exceed six (6) inches in height above the level of the driveway.
3. The pipe should be twelve (12) inches in diameter and be countersunk one-third of its diameter below the existing level of the ground where it is to be placed.

9.3 Riverfront Dwellings

If the building site adjoins the Lockwood Folly River or a creek, an elevation of the lot must be submitted along with the plans, and provisions must be shown for constructing the main habitable floor at the appropriate elevation to comply with CAMA and county requirements and with the national flood insurance requirements. If the main floor is elevated above ground level, the space between the main floor and ground level shall be enclosed.

1. The Association is the owner of the marsh area designated as lot 217001031 (Brunswick County Map), namely the marsh area extending from the waterfront property line to the edge of Lockwood Folly River.
2. Piers (etc.) on the riverfront or marsh front lots require an Association Permit issued by the ARC and must meet "General CAMA Conditions" 15A NCAC 07H, Section 1200, as well as applicable State and local building codes.
3. Such piers, etc. shall be allowed for homeowners' benefit only and are not considered Association property nor for other members' use.
4. The homeowner is responsible for all costs of construction, maintenance and removal when damaged beyond repair by storms, aging, etc.
5. No such piers shall be built on vacant lots.
6. ARC Permit Applications must be complete with a copy of the CAMA Permit, including required drawings for CAMA Permit, as well as copy of notifications to adjacent property owners.

9.4 Lakeside Docks

Docks on Association owned interior lots require an ARC Permit for construction.

1. Docks shall not exceed 8' x 12' or 96 square feet and may not extend more than six (6) feet into the lake or beyond the property line.
2. Such docks shall be allowed for homeowners' benefit only and are not considered Association property nor for other members' use.
3. The homeowner is responsible for all costs of construction, maintenance and removal when damaged beyond repair by storms, aging, etc.
4. No such docks shall be built on vacant lots.

9.5 Addition of Fill to Lot Prior to Construction

1. Approval by the ARC to add fill will be provided for the following reasons only:
 - a. Lot improvement based on county building requirements or professional advice with written assessment of impact to lot and adjoining lots or property.
 - b. County required fill-pad for installation of septic system prior to issue of POA building permit to start construction.
2. Fill shall be clean and must be graded within the approved confines and within one month after deposit. Area shall be re-seeded where necessary.

9.6 Removal of Single-wide/Double-wide dwelling from Stations 2 or 3

1. Anyone removing a dwelling from Station 2 or Station 3 is required to provide the following documents or payments:
 - a. Application for POA Permit
 - b. Title/Deed or other legal verification of ownership In the event the Homeowner and Lot owner are not the same, a copy of a written agreement to remove the dwelling, signed by both parties, shall be submitted to the Association.
 - c. \$2500 certified check made out to River Run Plantation, Inc. as a performance bond to be refunded upon completion of the removal.
 - d. A nonrefundable Road Impact Fee of \$500.00(Single-wide); \$700.00 (Double-wide)
2. Once the above documents have been received by the Community Manager's Office, the ARC will establish a meeting date to determine the best possible way to make the move, ensuring that all property is left undamaged or restored to its original status.
3. After the dwelling is removed, lot cleanup is to be completed within 10 days by the property owner. The ARC will complete a final inspection of the site within fifteen (15) days of the dwelling removal. Any violations will be subject to Covenant & Board policies.

9.7 Speculative Homes

Speculative Homes (Spec Homes) are those dwellings built in River Run Plantation with the intention of immediate sale before or upon completion of construction or placement.

1. This guideline applies to all property owners having title to one or more lots in one or any Station of River Run Plantation.
2. Any lot owner having title to a lot may receive a permit to build one Spec Home.
3. No "Model Homes" shall be permitted.

9.8 Walkways

Walkways not exceeding six (6) inches in height do not require a POA permit.

10.0 CONTRACTOR'S GUIDELINES AND ENFORCEMENT

The Contractor/Property Owner is responsible to the Association for any contractor violations of the Master Declaration and the ARC Guidelines. The ARC may recommend corrective actions or, when necessary, follow up with a fine of up to \$100 per day. The Property Owner is required to provide the ARC with a copy of Contractor's Certificate of Insurance (COI). The Contractor may be given a gate code for the convenience of work crews during construction, which may not be given to another party. The gate code will be cancelled after issuance of the POA Certificate of Completion.

10.1 Basic Rules

1. Contractors must park their vehicles and equipment on the lot on which they are working or on the street right-of-way in front of the lot to the fullest extent practical. Under no circumstance may equipment be parked on other private property or POA common areas (including right-of-ways) or on any street or cul-de-sac.
2. Equipment to be used continuously may be left on the job site. Equipment that is not intended to be used for five days must be removed.
3. Equipment may not be unloaded or equipment trailers parked on parking lots in recreational areas, such as the boat ramp parking area, club house parking lot, or other parking lots provided for the use of homeowners.
4. Construction work is limited to 7:00 a.m. to sundown weekdays. Work on holidays work may be approved by the ARC in emergencies only and not before 9:00a.m.
5. No on-site burning of any kind or open fires for any reason is allowed.
6. Contractor shall maintain a clean job site and prevent debris from blowing off site. Dumpsters or a solid plywood box are required from beginning of job.
7. Temporary power shall be provided by Builder prior to commencing construction.
8. A "Port-a-Potty" shall be placed on the lot, not on common area, before any work begins. The door shall face into the lot. "The Port a Potty" must be shielded from view on the street and sides with lattice.
9. Any damages caused by construction activities to private or POA property must be restored immediately to the satisfaction of the property owner or the POA. Prior to construction, a crush & run product shall be installed where the driveway will be located to prevent any damage to pavement.
10. Construction crews must observe speed limit of 22 miles per hour.
11. Construction workers may not use the ponds and lakes for swimming, fishing or boating. The POA swimming pool is for POA members and their guests only.
12. Transport of mobile homes and modular homes to the home site must be cleared with CAMS for scheduling purposes to assure availability of the ARC.
 - a. Notification of at least 5 days in advance is required. Units shall be transported to the site by "soft wheel" truck only.
 - b. A steel 7-track equipped "Robot" may be used on owner's lot, but is not to be used on any RRP roads.
13. Any change to the original application must be submitted to the ARC on a new application.

10.2 ENFORCEMENT

If a contractor or owner fails to comply with any provisions of the Master Declaration or other requirements of the ARC Guidelines, then enforcement action may be taken. Such actions may include stop work orders, fines of up to \$100 per day for each violation, and removal of unapproved or nonconforming improvements or landscaping.

1. Violations for which enforcement action may be taken include the following and are not all-inclusive:
 - a. Commencement of construction without prior ARC approval.
 - b. Commencement of framing prior to acceptance by the ARC of a Certified Foundation survey.
 - c. Unapproved design or material changes or unapproved finishes.
 - d. Noncompliance with setback restrictions.
 - e. Failure to install or maintain a silt fence.
 - f. Failure to provide and maintain a dumpster and temporary sanitary facility.
 - g. Failure to provide temporary electric power.
 - h. Improper parking of construction vehicles or equipment.
 - i. Improper storage of building materials.
 - j. Cleaning of paintbrushes, improper disposal of waste, or failure to control litter.
 - k. Burning of debris.
 - l. Damage to any street, common area or other property lots.
 - m. Working on Sunday or Holidays.
2. Violations by the contractor and/or owner are subject to an initial fine of not to exceed \$100.00. Additional fines will be applied if a violation is not corrected.
3. The contractor and/or owner will immediately be notified of violation by phone and Email.
4. Upon receipt of written confirmation of notice of a violation, by registered mail (receipt requested), the contractor and, where applicable, the owner will have an opportunity to correct the violation and/or appear before the Board of Directors to accept or contest the charge.
5. If the contractor or owner does not appear at the hearing and if the violation is not corrected within five (5) working days of the Notice, the ARC will make a decision regarding the violation and the issuance of a fine.
6. A fine not to exceed \$100.00 will be imposed for each initial violation.
7. If the violation continues for more than five (5) working days after the date of the ARC decision for issuance of a fine, the ARC may impose additional fines up to \$100.00 for each day without further hearings.
8. The fine shall be paid by the contractor within ten (10) days upon notice of assessment.
9. Upon Final Inspection by the ARC any unpaid fines will be deducted from the construction bond, as will any other unpaid charges.
10. If the contractor refuses to correct or remove unapproved or nonconforming improvements, the Association may seek a court order to compel compliance. If owner fails to pay fines or other charges, the Association may file a claim of lien against the property and may foreclose such lien.

11. In the event of a major violation or repeated violations by a contractor, the ARC may take other actions such as increasing the construction bond and may refuse future projects involving such contractor.
12. Any decision and/or fines issued by the ARC may be appealed to the Board of Directors. Where discrepancies exist between these Guidelines and the most recent Master Declaration, the Master Declaration shall take precedence.

11.0 Appeals

Any decision and/or fines issued by the ARC may be appealed to the Board of Directors. Where discrepancies exist between these Guidelines and the Master Declaration, the Master Declaration shall take precedence.

- A. When the contractor or lot owner and the ARC cannot agree on an issue, the contractor or lot owner must prepare a written statement indicating the areas in dispute and the resolution being sought. The property owner shall appeal the ARC ruling to the POA Board of Directors. The President of the POA Board of Directors will schedule the appeal to be heard at a special or regular meeting within 30 days of receipt of the written appeal request.
- B. The Board of Directors shall invite the ARC Chairperson or other members of the ARC and the lot owner(s) to the appeal hearing session with both having prepared written statements and ready to discuss the matter and answer any questions the Board might have in helping it to reach a decision.
- C. A special meeting of the Board of Directors shall be called for the purpose of hearing and deciding the appeal. The Board President shall notify the ARC chairperson that the issue has been appealed and to prepare a written basis for the ARC's ruling indicating the specific covenant or guideline that prohibits the ARC from approving the lot owner's request. The meeting shall be open to POA members but at least the ARC chairperson and the property owner shall be in attendance.
- D. In no case can the decision of the Board of Directors vary an item that is documented in the Master Declaration.
- E. The vote of the Board for any appeal shall be conducted in a meeting open to the membership.
- F. The decision of the Board of Directors shall, within 30 days of the appeal hearing, be made in writing and presented to the lot owner and the ARC chairperson. The decision shall be made part of the record of the next regular meeting of the Board of Directors.
- G. Once decided, the ARC will follow the project to its conclusion through all usual procedures. The ARC will issue a POA Building Permit or issue a Certificate of Completion for the project according to the areas covered in the Board appeal decision and the ARC Guidelines.

12.0 Organization and Board Manifested Fee Schedules

POA Property Manager:
CAMS
828 Folly Drive,
Bolivia NC 28422
Phone: 910-842-2295
Fax 910-842-2297
E-mail: information.rrp@gmail.com

BONDS, Permit and Road Impact Fees

<u>WORK</u>	<u>PERMIT FEE</u>	<u>BOND</u>	<u>ROAD-IMPACT</u>
New Home/Major Renovation	\$500	\$3,500	\$1000 Single-wide
New Home/Major Renovation	\$600	\$3,500	\$1000 Double-wide & Modular
New Home/Major Renovation	\$700	\$3,500	\$1000 Site-built

Major Changes to a new home, after issue of county permit: No fee (Major changes are defined as structural changes including roof lines, elevation changes, additions to structure and site plan changes).

A permit is required for changes to a residence, including but not limited to sheds, decks, ramps, repaint, reside, reroof, tree removal or any exterior additions or changes.

13.1 APPLICATION FOR ARC PERMIT NEW CONSTRUCTION/ADDITION/MODIFICATION

(Completed by Owner)

Station _____ Lot # _____ Date Submitted: _____

PROPERTY OWNER: _____

Address _____

City _____ State _____ Zip _____

Telephone: (____) _____ Cell phone: (____) _____

E-mail: _____

Dues are current and paid in full. Yes _____ No _____ Don't Know _____

Work to be performed by: Self _____ or (fill-in below)

BUILDER/Manufacturer: _____

Address _____

City _____ State _____ Zip _____

Telephone: (____) _____ Cell phone: (____) _____

E-mail: _____

NC License Number: _____

Attach a copy of Contractor's Liability and Builders Risk Certification of Insurance.

Attach a copy of Contractor's Guidelines and Enforcement

Nature of Improvement: New Dwelling Construction _____ Modification/Addition _____

Detached Structure: Shed _____ Garage _____

Type of Structure: Singlewide _____ Doublewide _____

Modular Home _____ Site Built _____

Location of Culvert, if any, _____ Detached Structures (attach drawing)

Location of Driveways, Finish, and Driveway Light _____

Attachments:

ARC Document Check List (Section 13.2), indicating that all required documents are included in this application.

Heated Square Footage: _____ square feet

Square Footage, Covered Porches, Decks & Garage _____

Total Footprint Square Footage: _____

Building materials:

Foundation Material _____ Foundation facing _____

Roofing Material _____ Roofing Color _____

Siding Material _____ Siding Color _____

Color of Trim _____ Color of Shutters _____

Color of Exterior Doors _____

Driveway Material and Finish: _____

Site Plan to include:

- Changes to Natural Terrain not shown in Elevation Plan
- Storm Water run-off plan
- Foundation Location
- Driveway Location
- Tree Survey (Removal beyond 15 feet ARC approval required)
- Location of Detached Structures

- Location of HVAC equipment and Pump & Well
- Location of Concealed Items (Gas tank, HVAC, Trash Cans)
- Basic landscape and foundation planting including trees

After you receive ARC approval of your request, Brunswick County shall require a zoning permit and building permit. We encourage you to contact the Department of Development and Approval at 910-253-2034 before building, so they can help you review area zoning, use-related building codes or requirements, and other unique factors.

Signature _____ Date: _____

POA Building Permit River Run Plantation Property Owners Association (Completed by ARC)
 The Architectural Review Committee (ARC) of River Run Plantation (RRP) Property Owners Association (POA) has this _____ day of _____ 20__ approved your plans and specifications contingent on:

Project Completion Plan (13.3): _____ months from _____

***** If work on has not started, this permit expires 60 days from the date signed. *****

We authorize you to proceed with the improvements as shown on the submitted plans and specifications and as verified during today’s ARC site visit and inspection.

Please remember to notify and provide the ARC with a certified foundation plan before commencing with framing and an “as Built Plan/Survey” for ARC file (required for all new construction) when ready for ARC Final Inspection.

ARC reserves the right to issue **Stop Work Orders** if and when any part of construction is not in compliance with the Covenants and or the ARC Guidelines.

Please note that any changes to the approved plans and specifications require a new application and ARC approval.

You will need to have a County Certificate of Occupancy (where applicable) before occupying the home or using the structure and before requesting the ARC Final Inspection to verify conformance with the approved plans and specifications.

The POA approval of owner submitted surveys, plans, specifications, etc. is for the sole purpose of reviewing conformances to POA building criteria. The ARC and the POA assume no liabilities for errors or omissions on such documents. The property owner is exclusively responsible to assure the correctness of such documents.

If you have any questions please contact the Property Manager.

Signed this _____ day of _____, 20_____.

ARC Member _____

ARC Member _____

cc Property Owner ARC File POA Property Manager

13.2 ARC & PROPERTY OWNER'S DOCUMENT CHECK LIST

*** See Section 12.0 for Fee Schedules***

Property Owner _____

Lot _____ Station _____ Date Received _____

ARC Project Leader _____

ARC Review Meeting Date _____ (Checklist completed at ARC Review Meeting)

The following Copies of Documents/ Information are required 10 days prior a Regular ARC Meeting (usually once a week) and need to be mailed or delivered by Owner to the Property Manager's office at 828 Folly Drive, Bolivia NC 28422

Permit Application, 13.1

Title/Deed or other legal verification of ownership.

Checks received by Property Manager Made out to RRP Property Owner Association for:

Bond (per Section 12.0)

Road Impact (per Section 12.0)

Permit Fee (per Section 12.0)

County Plan Review and Building Permit

CAMA Permit. (AEC Line shall be staked by CAMA)

County Health Dep. Wastewater Permit (Septic System)

Receipt from County for water hookup

Surveyors Certified Site Plan and Tree Survey, indicating location of all trees larger than 6 inches, 5 feet above ground, unusual features and drainage conditions. The proposed location of the home is shown in scale within the required setbacks and in line with adjoining and adjacent homes. The location of septic system to be shown as approved by the County.

Foundation Plan (to be certified after placement of foundation)

Four (4) Side Elevations

Color selection samples & Building Material specs.

Landscape Plan (may use plot plan with planting designations)

Construction Schedule (Section 13.3)

Affidavit, signed original, (Section 13.4), signed original

Contractors Guidelines (Part 2, Section 10.5), signed original

Contractors Certificate of Insurance (COI) (Carriers Insurance for Stations II & III)

After review for completeness, the Property Manager will inform you of the date and time for an ARC REVIEW MEETING (usually once a week) at which time the ARC will review your plans with you and your builder. A site visit will follow to verify pin and house locations, well and septic system, and necessary removal of trees.

13.3 PROPOSED CONSTRUCTION SCHEDULE:

Task Projected Date

1. Obtain county building permit (ARC file copy required) Date: _____
2. Obtain CAMA permit (flood zone, salt water & marsh lots) (ARC file required) Date: _____
3. Obtain necessary health permits Date: _____ (ARC file copy required)
4. Lot bush-hogged, pin locations flagged, foundation and tree (removals marked).
5. **Owner / ARC site inspection** Date: _____
6. Site cleared, foundations surveyed and staked
7. **Notify ARC for site inspection.** Date: _____
8. Start of clearing lot for site built homes or arrival of mobile or modular dwellings.
9. **This is the start date of construction.** Date: _____
10. Footings / foundations. Date: _____
11. Pour Concrete for footings Date: _____
12. Submit foundation survey
13. Foundation survey must be approved prior to starting framework Date: _____
14. Framing / roof / siding complete (closed in) Date: _____
15. Plumbing roughed in Date: _____
16. Electrical roughed in Date: _____
17. Walls and ceilings complete Date: _____
18. Submit Landscape Plan for ARC approval Date: _____
19. Construction completed Date: _____
20. Submit AS Built Plan for ARC approval Date: _____
21. Obtain county Certificate of Occupancy Date: _____
22. Exterior complete (POA compliance) backfill grading / driveway complete, landscaping and planting complete. Date: _____
23. **Notify ARC for final inspection.**
24. At this point the ARC will schedule a final inspection and, if in compliance, will issue the POA Certificate of Completion. Date: _____

Note: The duration from "start of project" schedule, items 5 to 19, in "full compliance with all POA requirements" may not exceed:

- 5 months from delivery of Single-Wide Mobile Home
- 5 months from delivery of Double-Wide Mobile Home
- 3 months for Garages (not part of new home construction)
- 4 months for modular homes
- 9 months for site-built homes less than 1500 sq. ft.
- 10 months for site-built homes 1501-3000 sq. ft.
- 12 months for site-built homes larger than 3000 sq. ft.

Owner's signature _____ Date: _____

13.4 Affidavit and Performance Agreement

I, _____ certify that I have read and that I am familiar with the River Run Plantation ARC Building Guidelines and Restrictive Covenants of the Association applicable to my building project(s).

A. In addition, I acknowledge that the ARC has been delegated the authority under the restrictive covenants to enter my property at any reasonable time for the purpose of inspections such as, but not limited to: pin locations, tree removal, setbacks to foundations compliance with the Building Permit and Contractors Guidelines and for final inspection of exterior completion, including grading, landscaping and plantings. Construction time limits/Remedies and payable fees:

- POA Building Permit, payment of a permit fee, road impact fee, and a bond (per Section 12.0 of the ARC Guidelines) are required before clearing the property of trees and before starting any construction, including excavation of footings or foundations.
- Basic time limits for obtaining the POA Certificate of Completion for home construction, including exterior finishes, final grading of all areas, landscaping and foundation planting of front and side yards, may not exceed the time frames documented in the Proposed Construction Schedule. The start of construction is determined from the arrival of the modular unit, start of the clearing of the lot for site-built dwelling, or arrival of the mobile dwelling.

B. The ARC may consider an extension of times for "hardship" such as:

- The lot owner does most of his own work or acts as a General contractor in his own behalf.
- Substantial shortage of materials, subcontractors or labor.
- Unseasonable weather conditions other than recorded averages for Southport area.
- Winter conditions curtailing availability and planting of foundation shrubbery.

C. In the event that a POA Certificate of Completion is not issued within the basic time limit or the board did not allow an extension in writing, or the planting is not substantially complete, the following remedy applies:

The Property Manager will issue a fine not to exceed \$100.00 per day until completion is confirmed and the Certificate of Completion is issued by the ARC.

Signature: _____ Date: _____

13.5 APPLICATION FOR ARC PERMIT TO PROCEED WITH LOT IMPROVEMENTS

(Completed by Owner)

Station _____ Lot # _____ Date Submitted: _____

PROPERTY OWNER: _____

Address _____

City _____ State _____ Zip _____

Telephone: (____) _____ Cell phone: (____) _____

E-mail: _____

Dues are current and paid in full. Yes ____ No ____ Don't Know ____

Work to be performed by: Self _____ or (fill-in below)

BUILDER/Manufacturer _____

Address _____

City _____ State _____ Zip _____

Telephone: (____) _____ Cell phone: (____) _____

E-mail: _____

NC License Number _____

Attach a copy of Contractor's Liability and Builders Risk Certification of Insurance.

Attach a copy of Contractor's Guidelines and Enforcement

Nature of Improvement (Check Applicable items):

Removal of Patio or Garden home

Detached Structure:

Shed _____ Garage _____ Animal Shelter _____ Other _____

Explanation of "Other" _____

Privacy Shield _____ Attach Drawing _____

Perimeter Fence _____ Attach Drawing _____

Garden enclosure, backyard _____ Attach Drawing _____

Painting of residence _____

Same Color _____ New Color _____ (Attach paint chip of new color)

Attachments:

ARC Document Check List (Section 13.2), indicating that all required documents are included in this application.

Building materials:

Foundation Material _____ Foundation facing _____

Roofing Material _____ Roofing Color _____

Siding Material _____ Siding Color _____

Color of Trim _____ Color of Shutters _____

Color of Exterior Doors _____

Driveway Material and Finish: _____

Site Plan to include:

Location of Detached Structures

Location of Privacy Shield, Perimeter Fence, Animal shelter, Garden enclosure

After you receive ARC approval of your request, Brunswick County may require a zoning permit and building permit. We encourage you to contact the Department of Development and Approval at 910-253-2034 before building or renovating, so they can help you review area zoning, use-related building codes or requirements, and other unique factors.

Signature _____ Date: _____

POA Building Permit River Run Plantation Property Owners Association (Completed by ARC)

The Architectural Review Committee (ARC) of River Run Plantation (RRP) Property Owners Association (POA) has this _____ day of _____ 20__ approved your plans and specifications contingent on:

Project Completion Plan (13.3): _____ months from _____

***** If work on has not started, this permit expires 60 days from the date signed. *****

We authorize you to proceed with the improvements as shown on the submitted plans and specifications and as verified during today's ARC site visit and inspection.

Please remember to notify and provide the ARC with a certified foundation plan before commencing with framing and an "as Built Plan/Survey" for ARC file (required for all new construction) when ready for ARC Final Inspection.

ARC reserves the right to issue **Stop Work Orders** if and when any part of construction is not in compliance with the Covenants and or the ARC Guidelines.

Please note that any changes to the approved plans and specifications require a new application and ARC approval.

You will need to have a County Certificate of Occupancy (where applicable) before occupying the home or using the structure and before requesting the ARC Final Inspection to verify conformance with the approved plans and specifications.

The POA approval of owner submitted surveys, plans, specifications, etc. is for the sole purpose of reviewing conformance to POA building criteria. The ARC and the POA assume no liabilities for errors or omissions on such documents. The property owner is exclusively responsible to assure the correctness of such documents.

If you have any questions please contact the Property Manager.

Signed this _____ day of _____, 20_____.

ARC Member _____

ARC Member _____

cc Property Owner ARC File POA Property Manager

13.6 ARC Final Inspection Checklist

Name _____ Station /Lot # _____

Date of Inspection _____

ARC MEMBERS:

ARC Member

ARC Member

- 1) _____ Landscaping Completed and According to Plan
- 2) _____ Lamp Post, operating
- 3) _____ Utilities on sides of home enclosed, if seen from the front street
- 4) _____ Solid risers on steps
- 5) _____ Landings minimum 4 x 4 feet
- 6) _____ Designated Driveway/Parking Area (if not concrete or asphalt)
- 7) _____ Lattice under steps, sheds, ramps and/or decks (if not brick)
- 8) _____ Water Meter and Septic Systems in compliance
- 9) _____ Conform to all setback requirements, including steps
- 10) _____ Site clear of all construction material/equipment
- 11) _____ Fences conform to all requirements
- 12) _____ Utility building matches architectural style of house
- 13) _____ Replacement of right-of-way sod

Notes:

13.7 APPLICATION FOR PERMIT FOR TREE REMOVAL (Completed by Owner)

Please complete the necessary information below, mark each tree to be removed with a colored band and attach any supporting information that will be used by the ARC to decide if the tree can be removed.

Property Owner _____ Station ____ Lot _____
Property Address: _____

Owner Address: _____
City, State, ZIP _____
Phone _____ E-Mail _____
Number Species / Diameter Location Removal Grounds for
_____/_____
_____/_____
_____/_____

Attachments _____

Reason for Removal: _____

Comments: _____

Signature of Owner _____ Date _____

ARC PERMIT FOR TREE REMOVAL (Completed by ARC)

Property Owner _____ Station ____ Lot _____
Lot Address _____

Site visit made this ____ day of _____ 20____.

Tree removal application is approved _____

Approved as modified: _____

Tree removal application is not approved _____

Reason for Disapproval: _____

Replacement(s) are ____ are not ____ required.

Signed this ____ day of _____ 20____

ARC Member _____

ARC Member _____

cc Property Owner

ARC File

Property Manager

13.8 CERTIFICATE OF COMPLETION

Station: _____ : Lot # _____

Owner(s) _____

POA Building Permit Issued:

- County Certificate of Completion received
- As built drawings received

The Architectural Review Committee (ARC) of River Run Plantation Property Owners Association (POA) has this _____ day of _____, 20____ approved your improvements made to the above-mentioned lot. We find your improvements complete and in compliance with the building permit and the submitted plans and specifications, except for minor items noted below:

Date completed: _____

Any additions and/or material changes, after this date requires a new ARC Permit and approval.

Note to Property Manager:

Please refund the Deposit Amount of \$_____ to the above-named Property Owner ASAP.

Congratulations on the completion of your project.

Signed this _____ day of _____, 20_____.

ARC Member _____

ARC Member _____