

Forest Creek Property Owners Association

Guidelines for Design & Construction from
The Architectural Review Committee (ARC)



Revised 02/10/2025

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1.0 INTRODUCTION

1.1 Objective of the Policies and Procedures

With the objective of ensuring an attractive, compatible and aesthetically pleasing community, the Forest Creek Property Owners Association (“FCPOA”) has established an on-going committee designated as the Architectural Review Committee (“ARC”). The purpose of the ARC is to guide residential development in Forest Creek in such a way so as to maximize compatibility of construction and landscaping with the natural beauty and topography of the land at Forest Creek and the quiet enjoyment of the game of golf on the two Forest Creek Golf Club courses.

1.2 Relationship to Legal Documents

These Guidelines for Design & Construction from The Architectural Review Committee (“Guidelines”) supplement the FCPOA Declaration of Covenants, Conditions and Restrictions (“CC&Rs”) and are intended to complement them. Should a conflict arise, the CC&Rs shall prevail. These Guidelines supersede all previously published ARC Guidelines.

From time to time, the ARC may modify or change any part or all the Guidelines at its sole discretion. Such changes will then be ratified by the FCPOA Board of Directors. Revised Guidelines will show their effective date on the front cover.

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 setback lines, must comply with all the applicable policies and procedures identified in this document. 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 - Refer to Sections 6.3 and 8.5.

Property Owners considering renovations, modifications, and/or improvements to the exterior of existing residence, patios, decks, fencing, driveways or landscaping must comply with Section 10 of this document. Such changes include, but are not limited to, repainting (house doors, windows, shutters and trim) using colors(s) not originally approved or replacing roofs using different roofing materials (i.e., replacing a steel roof with shingles) or replacing a roof using the same type of materials but of a different color than was originally approved. No work shall commence without the approval of the ARC and the Village of Southern Pines, if necessary.

No material changes or alterations to ARC-approved plans or specifications are permitted without prior written ARC approval. Any and all deviations from ARC-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. An approved design for drainage of surface water or erosion control is considered a material change.

Any request to make a material change from a previously approved ARC plan must be submitted in writing to the ARC, listing all proposed changes with appropriate supporting data as necessary. No action may be taken to enact the requested changes unless and until ARC 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 Forest Creek's Community Manager.

2.0 ARC ORGANIZATION AND RESPONSIBILITIES

NOTE: Refer to Section 8 for Property Owners and Builders Responsibilities

2.1 Mission and Function

The members of the Architectural Review Committee are appointed by the FCPOA 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 ARC prefers to work cooperatively with all property owners in this effort.

Each application is evaluated on its own merits with reasonable flexibility for design, function and creativity. The ARC 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 ARC may be based on purely aesthetic considerations.

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

2.2 Membership

The ARC shall consist of not fewer than three individuals appointed by the FCPOA Board of Directors. ARC members shall serve at the pleasure of that Board. The members

shall be property owners in good standing of Forest Creek. The Chair of the ARC shall be selected from the members of the FCPOA Board of Directors. The ARC, in conjunction with the FCPOA Board of Directors, may appoint non-voting technical consultants with professional experience in architecture, construction, landscaping, and development.

2.3 Scope of ARC Responsibilities

The ARC, on behalf of the FCPOA, has the following responsibilities:

1. To establish design review criteria with the objective of protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
2. To review all Letters of Application for Residential Construction or Improvements (Exhibit A) submitted for compliance with design review criteria and with the Declaration of Covenants and Restrictions for Forest Creek.
3. To ensure compatible architectural designs and harmonious relationships with neighboring building sites that engender natural surroundings and community harmony.
4. To carefully consider the interests and expectations of neighbors and community.
5. To require high standards of design and quality construction.
6. To monitor and enforce compliance with the Guidelines.
7. To contact applicants whose plans and specifications have been disapproved and provide reasonable comments on the basis for such disapproval.
8. Evaluate current Guidelines and recommend changes to them, subject to the ratification of any such changes by the FCPOA Board.
9. Inform the FCPOA Board of ARC activities through the ARC Chair.
10. To maintain copies of applications, design documents and related records for a period of time set by the FCPOA Board.
11. To perform any other duties assigned by the FCPOA Board.
12. The ARC assumes no liability for contractor's responsibilities of the construction project - Refer to Section 2.6.

2.4 Meetings: Communication with the ARC

ARC meetings shall be conducted at least twice per month on the first and third Tuesday of the month, exclusive of holidays.

Meetings will include only ARC members and professional consultants unless a guest is specifically invited by the ARC Chair to attend a meeting. All plans submitted for review at an applicable meeting must contain all the information required on the applicable form and the submittal requirements set forth in Section 6.0 of this document. The forms to be

utilized for application to the ARC are attached as Exhibits to these Guidelines. The ARC will endeavor to promptly notify each applicant of the results of its review by email within 3 business days of the meeting at which the application was reviewed, which response may include the determination that the application has been approved, the ARC has comments or questions about the application or that the application has been denied.

In order to be considered by the ARC at any scheduled meeting, all properly completed applications must be submitted in accordance with these guidelines no later than 5 pm on the Wednesday immediately preceding the meeting. Improperly completed Applications will not be considered. Properly completed Applications submitted after that deadline will not be considered until the following meeting. The ARC has the right to defer consideration of any application to a subsequent meeting.

Applications are to be emailed to the Forest Creek Coordinator at coordinator@forestcreekpoa.com.

Any fees or deposits owed shall be dropped off at the Front Desk of the Forest Creek Golf Club administration building located at 200 Meyer Farm Drive, Pinehurst, NC 28374.

Any physical storyboards and physical architectural drawings requested by the ARC, shall be dropped off at the Front Desk of the Forest Creek Golf Club administration building located at 200 Meyer Farm Drive, Pinehurst, NC 28374.

Each member of the ARC 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.

Applicants can ask questions of the ARC with respect to any existing or pending application, provided that all such questions are submitted in writing via email. Applicants also can request a meeting in person or via telephone to discuss an application. Impromptu calls or meetings are discouraged.

ALL EMAIL CORRESPONDENCE WITH THE ARC WITH RESPECT TO ANY PLANS SUBMITTED OR TO BE SUBMITTED TO THE ARC WILL INCLUDE IN THE SUBJECT LINE THE STREET ADDRESS AND LOT NUMBER OF THE PROPERTY IN QUESTION.

2.5 Enforcement and Appeal Procedures for Property Owners

1. Should a homeowner have a disagreement with a particular decision of the ARC, they may appeal to the FCPOA board for a review of the decision. The general process will be as follows:
 - A. The Letter of Appeal should be submitted to the President of the Board of Directors in writing.
 - B. The President will schedule a review session at a time convenient to all parties.
 - C. The petitioner will present the reasons for requesting an appeal. Then the Board will then have a chance to ask questions.
 - D. The Board will move into executive session and a representative of the ARC will present the reasoning for the ARC to make the decision that it did.
 - E. The Board will vote and a simple majority will determine if the Board upholds or overturns the ARC decision. Any member of the ARC that is also a member of the Board will be required to recuse themselves from the vote.
 - F. The Board decision and rationale for that decision will be communicated to the parties to the appeal in writing within 5 days
2. The ARC may recommend any or all of the following actions to be taken by the FCPOA Board, subject to the appeal rights of the property owner, to:
 - A. Require any violation of the CC&Rs or these Guidelines that is within its jurisdiction to be remedied at the property owner's expense.
 - B. Impose fines - Refer to Section 8.12.
 - C. Schedule the necessary remedial action through a private contractor and bill the property owner for the expense.

Property owners, or construction professionals acting on their behalf, may request an appeal meeting of any FCPOA Board decision within ten (10) days of receipt of a decision in writing to the FCPOA Board of Directors, as per the CC&Rs. The decision of the FCPOA Board of Directors shall be final.

2.6 Limitation of Liability

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

1. Be free from defects.
2. Meet applicable codes and laws.

3. Be built in a good and workmanlike manner.
4. 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.
5. Meet applicable standards for structural mechanical, electrical, and all other technical aspects of a proposed design.
6. Satisfy all applicable laws, regulations or the requirements of any state or federal agency, including the US Fish & Wildlife Service.

Neither the FCPOA, nor the ARC, nor their directors, officers, committee members, staff, volunteers or consultants, 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 ARC have any liability whatsoever to a property owner, Builder, 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 ARC.

2.7 Communications

All communications related to matters within the scope of these Guidelines shall be conducted, in the absence of pending litigation related to the application or lot, directly between the ARC and the property owner and, at the option of the ARC in its sole and exclusive discretion, the property owner's general contractor (also referred to as builder), architect, engineer or other construction management professional (individually, a "construction professional"). Neither the ARC nor its members shall be (a) obligated to respond to any communication submitted thereto by any party other than a property owner or a construction professional or (b) liable to any property owner or other party for any delay or damage arising from the failure or refusal of any property owner to comply with the requirements of this Section 2.7. No time period during which the ARC is required to act shall be commenced or be otherwise triggered in the absence of compliance by a property owner with the requirements of this Section 2.7.

3.0 ARCHITECTURAL DESIGN REQUIREMENTS FOR DEVELOPED PROPERTIES

3.1 General Standards

Residences must be designed and build in conformity with the standards, guidelines and requirements set forth in the CC&Rs and these Guidelines.

Plans submitted for review, or any portion thereof, may be disapproved upon any grounds that are consistent with the purposes and objectives of the ARC, including purely aesthetic considerations.

1. Emphasis is placed on selecting a house plan that is compatible with the site and ensures that the architectural design of the home is harmonious with neighboring building sites and supports the ambiance of the Forest Creek Golf Club courses.
2. Preservation of the natural character of the site - the lay of a lot should dictate the type of house that is built on it. Leveling of hillsides and sloping terrains will not be allowed.
3. Avoid combining structural and decorative characteristics from different architectural styles into a single home. Architectural integrity is achieved by using materials such as siding, windows, trim and roof lines that are consistent with the architectural style of the house. The character and design elements should be the same on **all sides** of the residence.
4. Developed lots should preserve the longleaf pine and wire grass plant community as much as is reasonable. Every effort must be made to retain the feeling of open spaces. Wetlands, whether designated or not, should be preserved and emphasis placed on selectively pruning vegetation to create a natural garden. Most important, the existing soil structure needs to be preserved to allow percolation of rain water into the ground water aquifer.

3.2 Dwelling Size Minimum Standards

1. For two story homes, the above garage space shall not be included in the square footage calculations as it relates to the ARC guidelines requirements for two story dwellings.
2. Second stories must include at least one bathroom
3. Heated floor space does not include garages, covered walks, patios or porches.
The minimum heated square footage for single family homes are as follows:

Estate Home

One story 2,600 heated square feet.

Two story 2,200 heated square feet on the first floor and a minimum of 400 heated square feet on the second level.

Chanticleer Home

One story 1,800 heated square feet

Two story 2,000 heated square feet

Village Home

One story 1,800 heated square feet

Two story 2,000 heated square feet

Condominiums

Any condominium unit – 1,800 heated square feet.

NOTE: Special consideration may be given for a variance to the minimum size requirement, based on the size, shape and topography of the subject lot. (See CC&Rs)

3.3 Setback Requirements

The area inside the following setback limits is considered the “building envelope.” All building footprints, porches, patios, decks and garages must be sited within the building envelope.

Setback requirements from the property line are as follows:

<u>Estate Home</u>	<u>House</u>	<u>Garage</u>
Front:	40’	40’
Side:	15’	15’
Side Street:	40’	40’
Rear (non-golf course)	40’	40’
Rear (golf course)	60’	60’

<u>Chanticleer Home</u>	<u>House</u>	<u>Garage</u>
Front:	20’	20’
Side:	10’	3’
Rear (non-golf course)	20’	20’
Rear (golf course)	30’	30’

<u>Village Home</u>	<u>House</u>	<u>Garage</u>
Front:	20’	20’
Side:	10’	3’
Rear (non-golf course)	20’	20’
Rear (golf course)	30’	30’

Condominiums	House	Garage
Front:	40'	40'
Side:	20'	20'
Side Street:	20'	20'
Rear (non-golf course)	40'	40'
Rear (golf course)	60'	60'

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. Any variance request must receive the approval of both the Forest Creek ARC and the Village of Southern Pines.

3.4 Design Duplication

1. Estate Homes should be designed in such a way as to avoid repetitious designs within Forest Creek. Similar designs and color palettes within close proximity of other Estate Homes are discouraged and are subject to disapproval. The approval of plans for a house on one site does not automatically imply approval for the house on another site.
2. Chanticleer and Village Homes shall maintain a consistent appearance in keeping with the overall design ethic of the enclaves.

3.5 Building Elevations

1. 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.
2. No wall shall have a continuous run longer than 40 feet without a projection out of at least 2 feet 8 inches with an 8 feet minimum run and the roofline shall have comparable breaks.
3. Window spacing no more than 8 feet between windows is generally required. Greater spacing may be acceptable depending on unique architectural styles and will be considered on a case-by-case basis
4. 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.
5. A raised slab foundation with a minimum of 24 inches above finished grade may be allowed. The goal is for the house to appear as if it has a crawlspace.
6. Slab on grade will be permitted only for houses with a full finished basement or walkout.

3.6 Exterior Materials

1. The following exterior building materials are permitted:
 - A. Masonry: natural stone and brick, concrete block with approved surface treatment
 - B. Wood Siding (applied horizontally or vertically)
 - C. Stucco: Approval subject to application, texture, and use of other primary, secondary, or decorative treatments - Refer to Section 3.5.4.
 - D. Fiber-cement siding such as Hardie-Plank lap siding or engineered lumber such as LP Smartside. Openings in lap siding must be trimmed with not less than 1x4 casing.
 - E. Windows: wood or aluminum clad
 - F. Foundation materials: Poured in place concrete or concrete block foundations are required with approved surface veneer of brick or stone.
 - G. Roofing Materials - Refer to Section 3.7.
 - H. Chimneys - Refer to Section 3.9.
 - I. Decks, Patios and Porches - Refer to Section 3.10.

2. The following exterior building materials are NOT permitted:
 - A. Vinyl or aluminum siding or shakes
 - B. Vinyl windows
 - C. Vinyl shutters
 - D. Fiberglass / fiberglass doors
 - E. Plastic or asphalt siding
 - F. Logs; imitation or otherwise - except for landscaping purposes
 - G. Panelized siding (e.g., T1-11 Siding)
 - H. Masonite, fiberglass, plastic or asphalt siding.
 - I. Plywood or particle board, OSB
 - J. Cement and sand parge coating above grade.
 - K. Decorative concrete block.
 - L. Concrete block - except sub-surface wall
 - M. Certain types of imitation stone and brick veneer. High quality simulated stone and brick from natural materials will be considered on their own merit by the ARC, but are subject to disapproval.
 - N. Concrete finishes, including stamped concrete are NOT permitted at covered porches and entryways.

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

- A. Frieze Board sizes must be 1" x 6" minimum
- B. Corner Board size must be 1" x 4" minimum
- C. Skirt Board size must be 1" x 10" minimum
- D. Window Trim size must be 1" x 4" minimum
- E. Stone ledge shall be used on the top course of stone below siding
- F. Fascia trim board size must be 1" x 8" minimum
- G. Rake trim board size must be 1" x 8" minimum

4. Application of Exterior Materials:

While there are many materials that can be used on a home as listed above in item 3.6.1, 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, 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" - Refer to Section 3.5.

5. Exterior Material Color Selection

- A. The ARC 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.
- B. Exterior colors that, in the opinion of the ARC, would be inharmonious, discordant and/or incongruous shall not be permitted. The ARC shall have final approval of all exterior color submittals, and each Applicant must submit to the ARC, as part of Final Architectural Review, a storyboard, showing the color of the roof, exterior walls, shutters, trims, etc. that are detailed in Exhibit B of this document. Should color or materials be revised prior to completion, contractor shall request approval and update the storyboard.

NOTE: Refer to section 6.5 for more information on the storyboard format required for submittal

- C. 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.

- D. 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.

3.7 Roofs

1. The pitch of the primary roof should be a minimum of 5/12. Flat roofs are not permitted. Shallower pitched roofs may be acceptable depending on unique architectural styles and will be considered on a case-by-case basis.
2. Gutters and down spouts are required.
3. An overhang of a minimum of 18" to include gutters is normally recommended.
4. All roof stacks, flashings, and metal chimney caps shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible. Consideration is to be given to all roof attachments to minimize the visual impact.
5. Acceptable roofing materials are: cedar shakes and shingles, standing seam metal w/ 1 ½" min. rib height, natural slate, and fiberglass shingles. Other synthetic roofing materials, which may be developed, are subject to review based on the merits of the material at that time.

3.8 Solar Panels, Skylights and Solar Tube

1. Solar panels, skylights and solar tube installation must be pre-approved by the ARC before installation, or may be included in the design of a new home. A roof plan showing the proposed installation will be required.
2. All solar panels must be installed at the same pitch as the roof on which they will reside and must NOT be visible from the Golf Course or the street. 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.
3. All equipment or conduit installed on the exterior of the house must be painted to blend with the exterior color of the structure.

3.9 Chimneys

1. All chimneys must be of proportionate size to the overall house size and must have architecturally acceptable design characteristics
2. Chimney exterior material must be consistent with the exterior color and materials of the home. Brick or masonry material, stone, or stucco may be used. Siding is not allowed.
3. Photo color copies for chimney vent caps must be submitted with the submission package for new construction. Chimney caps must be submitted for approval.

3.10 Decks, Patios, Porches and Screened Enclosures

No screened enclosures, or decks/patios/porches shall be located outside the building envelope or between the building setback line and any golf course boundary line.

1. The use of decks and terraces is encouraged. Multilevel decks and terraces are recommended on sloping sites to limit height above grade.
 - A. In keeping with the desire to blend architecture with the natural esthetic, it is recommended that each home include a rear yard patio of approximately 16'x12', in addition to any covered deck or porch. Plans with covered porches that are larger than 12x18 feet are not required to include the additional outdoor space but it's still encouraged.
 - B. Exterior ceilings for porches and covered walkways shall be wood tongue and groove. Quality should reflect the quality and caliber of an indoor ceiling.
 - C. Vinyl decking and vinyl railing are not permitted. Composite wood products (such as Trex), or other engineered materials, may be permitted.
 - D. Brick pavers, slate, stone or ceramic tile is preferred on all covered porch flooring. Concrete finishes, including stamped concrete are NOT permitted at covered porches and entryways.
 - E. 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 ARC. 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).
 - F. Areas beneath decks and elevated terraces are not to be used for storage.
2. Railings
 - A. Deck railing materials can be aluminum, metal, iron or wood. Colors should be harmonious with deck color or color of the house.
 - B. Balusters should be similar to the deck material (Trex, TimberTech) being used on the home.
 - C. Balusters may be round or square profile.
 - D. Cable railing may be permitted if consistent with prevailing designs of the neighborhood.
3. Screened Enclosures
 - A. Screened enclosures must NOT be visible from the street in front of the residence.
 - B. Screened enclosures must be attached to the home via a breezeway or covered porch.

C. All screened enclosure materials and colors must be approved by the ARC.

3.11 Shutters, Awnings, and Canopies

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

3.12 Garages and Driveways

1. All single-family homes shall have a minimum of a two-car garage, except at Condominium Units, which require a 1-car minimum garage. Automatic garage door openers are required.
2. Detached garages are not permitted. Any free-standing garage structure must be attached to the main structure by breezeway or portico.
3. Carports are not permitted.
4. Front entry garages are not allowed except with ARC approval.
5. Garages may not open to the golf course.
6. The driveway entry and garage opening on a corner lot shall face the least travelled street. Corner lot property owners should make every effort that the garage openings not face either street.
7. Adequate space to park guest vehicles shall be included in the driveway design. Large parking areas are discouraged. No parking areas may be created by extending any portion of the street pavement.
8. **Estate Homes:** there should be at least a 7-foot open space from the edge of the driveway to the side property line to allow for landscaping.
9. Where possible, straight-line driveways shall be avoided; driveways should curve along the contours of the land. Right angle turns are to be avoided.
10. Dual driveway connections on a single street are permitted; driveways may connect to the street at no more than two points. Driveways cannot be accessed except via a street with storm drains and curbs.
11. Driveway surfaces shall be concrete, brick or crushed stone. Asphalt driveways are NOT permitted.
12. Containment borders are required with crushed stone driveways. Metal containment borders are not allowed.

13. All driveway aprons at the street entrance must be concrete, brick or stone. Stamped concrete is not permitted.
14. Driveway apron shall extend 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.
15. If an impervious 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 - Refer to Section 6.3.4
16. Lighting at the entrances to the home and garage area is required. All proposed exterior lighting shall be detailed on the Final Landscape Plans. No exterior lighting shall be permitted which, in the opinion of the ARC, would create a nuisance to the adjoining property owners - Refer to Section 4.13

3.13 Proposed Additions to Existing Homes

(Refer to Section 10 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, which will open directly into the existing structure, the proposed addition is considered to be attached.

4.0 SITE REQUIREMENTS FOR DEVELOPED PROPERTIES

4.1 Irrigation and Wells

1. An automatic underground irrigation system of sufficient size and capacity to irrigate all landscaped areas must be installed and used to maintain the areas in good health and living condition at all times. Freeze and rain sensors are recommended. A public water meter classified as an irrigation meter may be used.
2. The public water source connection point to the irrigation system must include an above-ground back flow preventer (BFP) valve as required by the Town of Southern Pines. The BFP must be covered with a low, insulated box or other fixture designed

for the purpose, painted if necessary either green or brown, and screened from view with non-deciduous landscaping on all sides.

3. The covered fixture, the location of the time clock and any proposed irrigation well location shall be identified on Site and Landscape plans - Refer to Section 6.3.
4. No water for irrigation may be drawn from any pond, stream or body of water within Forest Creek.
5. Private Wells may be used for irrigation purposes only and must be permitted by Moore County health Department and approved by the ARC.
6. A wellhead permit must be obtained from the town of Southern Pines before drilling. The wellhead must be covered, landscaped and be screened from view with non-deciduous plants.
7. Cisterns or Collection Tanks larger than a standard rain barrel must be approved by the ARC.

4.2 Fences

Attempts to establish property lines through individual fencing are not allowed. The appropriate fence setback from the property line will depend upon an individual lot situation. Every effort must be made to retain the feeling of open spaces.

Fences must comply with the following:

1. All proposed fences must be approved by the ARC prior to installation. All proposals submitted for fences must include a legible site plan to include the building, property lines and setbacks, showing the proposed fence & landscaping in relation to them in the drawing.
2. Chain-link fences or privacy fences of any type are not allowed.
3. Black wrought iron or powder coated aluminum are strongly recommended.
4. Leaf fences, whether mesh or wooden slat, are prohibited.
5. Fence screening of any materials utilized to protect all types of plants, shrubs, vegetation and newly planted trees from wildlife are prohibited, except with prior ARC approval. 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.
6. Fences may be no higher than forty-eight (48) inches as measured from the ground to the top of any vertical support member.
7. Fences cannot extend past the building envelope at the rear setback.
8. Fences cannot extend beyond the left and right side of the house. Additionally, fences around swimming pools should be 15 feet (min.) away from the side property line.
9. Fences are permitted on golf course lots on a case-by-case basis.
10. Fences and pools will not be approved for Village Home lots.

11. Fences around pools should be only of a size and scope necessary for public safety and should not be used as an excuse to fence in the entire yard
12. Fences are not allowed to be constructed in front of the rear building walls.
13. No wall, coping, fence, or boundary planting may be constructed or maintained in such a manner as to interfere with vision of drivers at any intersection of streets or roads.
14. Invisible dog fences are permitted, provided the flags are removed after a 30- day training period
15. All fences must be screened outside the fence with non-deciduous plantings. One (1) non-deciduous plant is required at a minimum of every six (6) feet run of fencing. When planted, these plants must cover at least fifty (50) percent of the height of the fence. At maturity, the non-deciduous plants must be at least as tall as the highest horizontal rail in the fence. Fences around pools should be landscaped so that the pool and equipment are immediately screened from view - Refer to Sections 4.12 and 5.5.
16. Where a gate/entrance precludes the screening being planted directly adjacent to the fence, suitable screening must be planted in close proximity.
17. The ARC 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.
18. The property owner is required to comply with any additional safety restrictions imposed by the Village of Southern Pines.

4.3 Satellite Dishes and Antennas

No satellite dish or outside antennae larger than one meter in diameter shall be allowed on any lot. Satellite dishes must be screened and out of view from the golf course as well as the street. The location of a satellite dish must be approved by the ARC.

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 - Refer to Section 5.5) and out of view from the golf course as well as the street.

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 the garage. 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 ARC. 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 & Other Detached Structures

1. No accessory outbuildings shall be allowed.
2. Chicken coops, rabbit hutches or housing for outdoor animals are not allowed.
3. Utility sheds are not allowed.
4. No greenhouses are allowed on golf course lots. Greenhouses are allowed on nongolf course lots but must be attached to the main structure of the house

4.8 Clotheslines

Clotheslines are not permitted on the lot or outside the structure in Forest Creek. 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 Tennis Courts

Tennis courts are not permitted

4.10 Flagpoles, Basketball goals, Swing Sets and Recreational Equipment

1. Flag poles may be erected only with the specific permission of the ARC.
 - A. Where installed, the base of the flagpole must be landscaped with non-deciduous plantings. The property owner should submit a proposal to the ARC 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.
 - B. 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. See the CC&Rs with respect to displays of flags.

2. All portable recreational equipment must be stored out of site when not in use.
3. Permanently stationed equipment such as swing sets, basketball goals, play structures, playhouses, sandboxes, trampolines, etc., must be submitted for approval by the ARC. Submittal shall include appearance, size, height, and location; within the setbacks and not closer than 20' from any property line. No play or recreational equipment will be approved on the golf course lots or front yards.
4. Submittals shall not include any equipment larger than 12Lx8Wx10H. Each home is limited to one such piece of equipment.
5. Permanent skateboard, bike, and other types of recreational ramps are not allowed.
6. Swing sets, play structures, and all other permanent play equipment shall be constructed from wood and, if painted or stained the finish color should blend with the natural surroundings. Plastic accessories such as slides or tunnels must be brown or green.

Depending upon the location chosen by the property owner, the ARC may require all such equipment described above to be screened with non-deciduous plantings. Property owners are encouraged to consult with the ARC regarding placement of these items prior to submitting their request for approval.

4.11 Mailboxes and Address Signs

Mailboxes are not permitted. Signage is allowed to display house number and street name only.

4.12 Swimming Pools, Spas, Hot Tubs, Whirlpools and Firepits

1. Swimming pools are subject to restrictions on all lots and may not be approved.
 - A. An 80' setback is required for any swimming pool on a golf course lot.
 - B. Swimming pools will not be approved for Village Home lots.
 - C. Above ground pools are prohibited for all lots.
 - D. All swimming pools must be screened with appropriate landscaping that immediately hides the fence surrounding the pool from golf course and adjacent property views, and mitigates noise. Refer to Section 4.2 for additional information on fences around pools.
2. 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.
 - A. Spas must be completely screened from view and recessed into a deck or patio.
 - B. Above ground spas are not permitted.

- C. 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.
- 3. Any firepit, portable or fixed, shall be located within the building envelope and shall meet all requirements of the current N.C. State Building Code and Fire Prevention Code.

4.13 Exterior Lighting

Lighting at the entrances to the home and garage area is required. All proposed exterior lighting shall be detailed on the landscape plans. No exterior lighting shall be permitted which, in the opinion of the ARC, would create a nuisance to the adjoining property owners. Colored lights are prohibited except for temporary holiday lights in season.

No lighting is allowed in easement zones.

4.14 Miscellaneous Items

Water features, rain barrels, lawn sculptures, and solar collectors require approval from the ARC.

5.0 LANDSCAPE REQUIREMENTS FOR DEVELOPED PROPERTIES

5.1 General

Competent landscape design professionals should be used in the development of your landscape plan set. A well-designed plan ensures that size, scale and layout have been thought through prior to construction and plant installation. Your designer is granted the latitude to use creative skills in designing a landscape plan. The ARC encourages creative landscape design with the use of materials such as pavers, water features and lighting that would help to make a residential site unique but also fit the natural landscape.

5.2 Natural Fencing

Property owners are encouraged to beautify their properties with appropriate landscaping. However, part of the beauty and charm of Forest Creek 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. Property owners who wish to achieve a screening effect for a portion of their property are encouraged to contact the ARC to identify their options.

5.3 Restrictions on Removal of Trees

- 1. The Forest Creek community values our pine trees. The ARC 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 - Refer to Exhibit L.

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 or patio of the home.
 - 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.
2. Pine trees larger than six (6) inches in diameter (measured at breast height) may not be cut down or otherwise removed from any lot without prior written approval of the ARC. If such trees are removed without prior approval, the ARC will require that an equivalent compensation be made
 3. All property owners and builders shall be aware of Federal restrictions concerning trees that contain the endangered red cockaded woodpecker cavities. These are designated by the familiar tags placed on the trees by US Fish and Wildlife Service, who monitor these trees and establish and enforce the restrictions applicable to their treatment. Approval of a Tree Removal Plan by the ARC does not constitute a waiver of the property owner's obligation to comply with applicable laws and regulations.
 4. All property owners and builders shall be responsible for protecting all remaining trees that are susceptible to damage during construction. A tree protection fence at least 5' from trunk, must be constructed to staked-off areas around the trees to protect root systems from vehicles and equipment. Tree wells also need to be installed to ensure the good health of the trees in cases where fill is required around trees. A member of the ARC will conduct occasional inspections to ensure that these procedures are implemented.
 5. Areas of lots bordering on wetlands as shown and delineated on the Development Plan must be hand-cleared in accordance with the regulations of the U.S. Army Corps of Engineers. No land clearing mechanical equipment may be used within ten (10) feet of the wetlands or in the wetlands and, no portion of the residence, garage or driveway can be located within 10 feet of any wetland's boundary. The ARC shall be informed in advance and approve any lot clearing activities on wetland lots by the property owner.

5.4 Tree Removal Process

1. In no case, shall trees with a diameter of 6 inches or more (measured at breast height) be removed without approval of the ARC.
2. A Tree Removal Plan, with trees marked for removal, must be submitted for approval by the ARC prior to any submission to Fish and Wildlife. Refer to Section 6.3 and Exhibit D for additional information on the Tree Removal Plan.

3. To gain approval, the final stakeout of the house, complete with pine trees tagged and numbered for removal, must be presented for ARC review.
 - A. Pine trees need to be marked on site; Green tape indicates a tree will be removed. Red tape indicates a tree will stay.
 - B. Each tree needs to be marked with the tree diameter and a number that corresponds with the location of that tree on the Tree Removal Plan submitted to the ARC.
 - C. The builder shall maintain the red tape and numerical markings on each applicable pine tree until the home is completed.

5.5 Foundation Landscaping Requirements

(Refer to Exhibit I for an approved plant list and minimum required plant sizes)

1. Planting Minimums for single family homes are as follows:

A. Estate Home Site

Minimum shrubs: Sixty (60) five gallon, 24” to 30” height and spread.
 Minimum trees: Twenty (20); may include any existing trees with a 6” diameter or larger at breast height). Purchased tree minimum per Exhibit I.

B. Village Home Site

Minimum shrubs and ground cover: Forty (40) five-gallon, 24” to 30” height and spread.
 Minimum trees: Ten (10), may include existing trees with a 6” diameter or larger at breast height.

- C. Condominium Building - ARC will review plans upon submission and during installation, to see if further adjustments are needed.

- D. Chanticleer Home Site - Chanticleer Home Site - As per original design.

The ARC will review landscaping after completion. The ARC reserves the right to request revisions to the landscaping after planting is complete.

NOTE: Property owners may be required to plant additional longleaf pine trees due to basal area reduction.

2. The landscaping plan shall provide plant material of sufficient quantity to maintain, or re-establish, the natural wooded setting and to unite the house with the natural setting in keeping with the high standards of quality for Forest Creek.

3. Layered heights, 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 to be planted around all elevations (front, sides, and rear), except as necessary to provide access to porches, patios, terraces, crawl spaces, etc.



NOT ACCEPTABLE

4. The size of a selected plant at maturity must be proportional to the wall height and foundation exposure and must neither overgrow its space, nor seem to be too small at install to hold its own against the foundation. When completed, the landscaping should convey the image of an established home and not one in transition. The following requirements help in accomplishing this desired effect:
 - A. The two front corners of all houses to be built at Forest Creek shall have an evergreen tree or shrub that is at least 7 feet tall when planted.
 - B. The back two corners shall have an evergreen tree or shrub that is at least 5 feet tall when planted.
 - C. The landscaping plan shall include a minimum of one 30 inch tall by 24 inch wide plant per 5 linear feet of the perimeter of the foundation or a design equivalent.
5. Plants indigenous or naturalized to the area should be utilized. All planting materials shall be disease and pest free. The ARC shall disapprove trees, shrubs and aquatic weeds that may be harmful or listed on a noxious plant list provided by the state of North Carolina.

Refer to Exhibit I for recommended plantings, as well as plant and container sizes.
6. Use of deciduous and seasonal plants and grasses in addition to the required non-deciduous plantings is encouraged
7. Wall segments without significant architectural features shall have plantings of sufficient size and height to achieve visual relief.
8. All retaining walls must be screened with non-deciduous plantings. A minimum of one (1) non-deciduous plant is required for every six (6) foot span of wall. When planted, these plants must cover at least fifty (50) percent of the height of the wall.

9. To protect views and ensure continuity with adjacent residences, no walls, fences, hedges or screen plantings may be erected, placed or altered outside the building envelope without ARC approval.
10. Areas below decks must be fully screened with appropriately sized plant materials to obscure the deck structure, unless there is a need for light to windows or doors.
11. Planting beds shall be pine bark or mulch to a depth of 2” to 3” and is to be reapplied yearly. Other mulch materials must be approved by the ARC. The property owner shall spread pine straw in all disturbed areas and it is also expected to be reapplied at yearly intervals.
12. The ARC requires undulating areas of sod throughout the landscape (in addition to that mentioned in Section 5.6). These areas must be shown on the landscape plan.
13. Artificial turf requires ARC approval and will only be considered in extreme circumstances.
14. All swimming pools must be screened with appropriate landscaping that immediately hides the fence , the pool and pool equipment from the golf course and adjacent property views, and mitigates noise. There is no “grow-in” accommodation with respect to such screening - Refer to Section 4.2.15.



NOT ACCEPTABLE

15. Mechanical equipment, such as electrical transformers, back flow preventers, power generators and HVAC equipment, must be fully screened with appropriately sized non-deciduous plants to achieve full screening within three (3) years growth

5.6 Landscaping on FCPOA Property

1. The property owner assumes responsibility for maintaining the right of way.
2. The right-of-way is from the back of the curb to the property owner’s property line. All right-of-way’s must be landscaped and irrigated. Refer to Section 4.1 for

additional information on irrigation. The right of way area is required to have sod in an undulating manner unless the ARC allows for another type of ground cover. No artificial or synthetic grass is allowed on the FCPOA property.

3. All groundcover and irrigation on FCPOA Property shall be shown on the Landscape Plan.

5.7 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 10 of these guidelines.

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.

6.0 SUBMITTAL REQUIREMENTS FOR PROPOSED CONSTRUCTION

In order to provide a systematic and uniform review of the proposed construction, the design documents should adhere to the criteria outlined below.

Note: The property owner, prospective property owner, or their architect or representative, if delegated by the property owner, may submit conceptual ideas to the committee before investing in costly architectural drawings. This conceptual submission, which is strictly voluntary, is intended to help the property owner, before design development, to determine whether or not their plan would comply under the philosophy conveyed in the ARC guidelines. Property owners are asked to provide any photographs of similar structures, design elements, etc. that would help the ARC understand what the property owner is trying to accomplish.

ALL EMAIL CORRESPONDENCE WITH THE ARC WITH RESPECT TO ANY PLANS SUBMITTED OR TO BE SUBMITTED TO THE ARC WILL INCLUDE IN THE SUBJECT LINE THE STREET ADDRESS AND LOT NUMBER OF THE PROPERTY IN QUESTION.

6.1 Submission of Plans

1. 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, but they may meet with the ARC on a preliminary basis in accordance with Section 6.0, above.
2. To allow adequate time for the review of plans prior to the scheduled ARC meetings, all submissions must be timely and consistent with the requirements of Section 2.3 of this document.

3. All drawings shall be submitted in PDF format and titled to indicate its contents. Refer to Section 6.5 for storyboard submittal.
4. All Architectural Drawings (refer to Section 6.4) shall be submitted in **ONE** PDF file.
5. ALL PLANS SHOULD BE ORIENTED IN THE SAME DIRECTION – IF POSSIBLE, ALL PLANS SHOULD BE ORIENTED WITH FRONT OF THE HOME FACING THE BOTTOM OF THE PAGE.
6. A rough stake of the home shall be completed before the application is submitted.

6.2 The Design Review Package

At the time plans for a proposed new residence, or an addition to an existing residence, are submitted, the following documents are required electronically:

1. A completed Letter of Application for Residential Construction or Improvements (Exhibit A).
2. The signed and completed Contractor Compliance Agreement (Exhibit C).
3. A storyboard showing exterior materials, colors, finishes and manufacturers, submitted in PDF format - Refer to Section 6.5, Exhibit B and Exhibit H.
4. All Site, Tree Removal, Landscape, and Architectural Drawings - Refer to Sections 6.3 and 6.4.

Note: Payments of all fees and deposits are also required - Refer to Sections 7.6 and 7.9.

6.3 Mandatory Contents of Site, Tree Removal, Landscape and Drainage Plans

All Site, Tree Removal, Landscape and Architectural Drawings shall include the lot number; the property 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.

1. **SITE PLAN** - minimum scale 1" = 20'

A clearly legible site plan shall be prepared by a competent design professional based off a topographical survey prepared by a NC licensed professional engineer/surveyor, and shall contain the following:

- A. Scale and North Arrow.
- B. Property lines with dimensions including road frontage.
- C. Building setback lines (the envelope).
- D. Wetlands and floodplain delineations (as determined by the U.S. Army Corps of Engineers).
- E. Easements and Rights of Way.

- F. Existing topography and proposed grading / contours in one-foot increments depicting storm water mitigation - Refer to Section 6.3.4 for more information.
 - G. Drainage patterns shown by arrow symbols, storm water discharge piping.
 - H. Silt fence and erosion control.
 - I. Dwelling footprint and roofline with dimensions from foundation to adjacent property lines.
 - J. Finished grades at principal corners of the dwelling.
 - K. Driveway entrance, driveway, curb cuts and walkways.
 - L. Patios, porches, terraces, decks, pools, spas, and ponds/water features.
 - M. Mechanical equipment: location of HVAC, propane tanks, electrical, pool and spa pumps, wells and generators.
 - N. Retaining walls and fences, if applicable.
 - O. All trees remaining post construction including Magnolia, Holly and Dogwoods measuring three (3) inches or more in diameter and Pine trees measuring six (6) inches or more in diameter (Measured at three (3) ft. above grade).
2. **TREE REMOVAL PLAN** - minimum scale 1" = 20'

A clearly legible tree removal plan shall be submitted to the ARC by the contractor at the same time all other landscape and site plans are submitted. It shall show all trees with a trunk measuring six (6) inches or more in diameter (measured at breast height), and shall be indicated by a number unique to each individual tree as well as their diameter.

- A. Each tree on the Building Lot, that is shown on the Tree Removal Plan, shall be posted with the same number as shown on the Tree Removal Plan - Refer to Section 5.4.
- B. All trees on the Tree Removal Plan shall be marked using colored pens/markers in red or green color. Refer to Exhibit D for an example.
- C. Once the ARC approves the Tree Removal Plan, the builder is free to contact US Fish and Wildlife Service for their approval whether directly or through a biological consultant.
- D. After approval of the architectural, landscape and site plans has been given by the ARC, an ARC representative will visit the site with the contractor for final approval for the Tree Removal 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.

3. **LANDSCAPE PLAN** - minimum scale 1" = 20'

A clearly legible landscape plan, shall be prepared by a competent NC Landscape Designer and shall contain the following:

- A. Scale and North Arrow.
 - B. Property and setback lines.
 - C. House location.
 - D. Easements and Rights of Way.
 - E. Topography lines both existing and proposed.
 - F. Drainage patterns.
 - G. Remaining trees with a diameter of 6 inches or more (measured at breast height).
 - H. Driveways and sidewalks, specifying surface materials.
 - I. Planters, retaining walls, fences, patios, porches, terraces and decks.
 - J. Pools, spas, arbors, ponds/water features and other site amenities.
 - K. Irrigation layout, including main and lateral lines, valves and heads or drip areas, Irrigation water source and back flow preventer valve (when using public water source), location of irrigation controls and rain sensor location.
 - L. Location of all lawn areas and shrub bed lines.
 - M. Location of all proposed plants including to-scale delineation of plants, their numbers and layering.
 - N. Plant list with botanical and common names (itemized by type with quantities) must be provided. Plants, pine straw and lawn areas are to be graphically depicted on the Planting Plan and labeled with type, size and height at planting, spacing and quantity. Show plant beds and mulched areas.
 - O. Exterior lighting details including the intended cast of illumination.
 - P. Screening details of HVAC, propane tanks, electrical, pool and spa pumps, wells, and generators.
 - Q. Ground cover proposed for all areas not landscaped or sodded.
 - R. Plant material - Refer to Recommended Master Plant List (Exhibit I)
4. **WATER SHEDDING, GRADING AND DRAINAGE PLAN**
- A. Special attention should be given to water shedding and site drainage. Any water management strategies should be specific to the home and lot and be designed to protect golf course property and adjacent lots whether or not they are currently improved.
 - B. Certain situations with drainage potentially effecting surrounding areas such as neighboring lots, the golf course etc. may require a NC licensed engineer to provide a final grading and drainage plan.
 - C. Should the property slope eight (8) feet or greater, in any given direction, an Erosion/Drainage Control Plan by a NC licensed engineer, showing the location

of the silt fence, drainage improvements, drainage patterns, storm water discharge piping , catch basins, existing and/or proposed underground drainage pipes, etc., may be required.

6.4 Mandatory Contents of Architectural Drawings

Clearly legible architectural drawings shall be prepared by an Architect or a competent Residential Design Professional, and shall contain the following:

Note: These drawings shall specify the heated square footage and unheated square footage of the home being submitted for approval.

1. **FOUNDATION PLAN** - minimum scale 1/4" = 1'-0"
 - A. Exterior overall and block to block foundation dimensions.
 - B. Sealed crawl space.
 - All crawl spaces must be sealed.
 - Slab on grade will be permitted only for houses with a full finished basement or walkout.
 - A raised slab foundation with a minimum of 24 inches above finished grade may be allowed. The goal is for the house to appear as if it has a crawlspace.

2. **FLOOR PLANS** - minimum scale 1/4" = 1'-0"
 - A. Exterior and interior dimensions, and room names.
 - B. All exterior floor finishes including deck, terrace, covered & screened porch floor finishes.
 - C. All window and door openings with sizes noted.
 - D. All plumbing fixtures.

3. **ROOF PLAN** - minimum scale 1/8" = 1'-0"
 - A. All ridges, hips, valleys and overhangs.
 - B. All roof pitches
 - C. Roof finish materials (i.e., Fiberglass Shingles, Standing Seam Metal Roof).
 - D. A typical overhang dimension.
 - E. Additional roof elements such as chimneys, skylights and dormers.
 - F. The building footprint below shown dashed.
 - G. The Roof plan shall be drawn as seen from above (a birds-eye view). Other than the building footprint (see E, above), superfluous information such as roof

framing, floor plans below or plumbing fixtures shall **not** be shown on the roof plan.

4. **EXTERIOR BUILDING ELEVATIONS** - minimum scale 1/4" = 1'-0"
 - A. Finished grades accurately plotted at foundation line to reflect the finished slope of the lot.
 - B. Detailed views of all elevations of the structure with all visible materials identified.
 - C. Depiction of all exterior lighting units affixed to the structure.
 - D. Maximum building height on the front elevation from the highest roof point to the front grade line.
 - E. All finished floor elevations.
 - F. Chimney materials identified and cap design shown.
 - G. All roof pitches noted.
 - H. Decks, deck railings, benches, and steps.
 - I. Any grill hoods in an outdoor kitchen/grilling area, under a covered porch, that are visible from the street.
 - J. Raised patios.

5. **TYPICAL WALL SECTION DETAIL** - minimum scale 3/4" = 1'-0"
 - A. One complete section detail from the roof to the footing. Cut lines to shorten the drawing are acceptable. Additional eave and footing details are encouraged, but are not a substitute for a Typical Wall Section Detail.
 - B. The eave construction; showing the overhang dimension and roof pitch.
 - C. The wall composition, including the exterior finish material (i.e., brick, stone, or siding).
 - D. The foundation wall showing the exterior veneer (brick or stone) and the sealed crawlspace.

6.5 Storyboard / Material Samples

1. A storyboard showing exterior materials, colors, finishes and manufacturers, submitted in **PDF format**, must include the following items as applicable:
 - A. Brick / Stone
 - B. Siding (Excludes Vinyl or Aluminum)
 - C. Stucco

D. Roofing
E. Fascia/Trim/Soffit
F. Shutters
G. Doors
H. Window Specifications
I. Garage Doors
J. Chimney/Cap
K. Foundation Finish
L. Gutters
M. Downspouts
N. Driveway/Border

O. Walkways
P. Patio Doors
Q. Decks/Deck Skirt
R. Porch Flooring
S. Porch Ceiling
T. Columns
U. Railings
V. Screen Enclosures
W. Retaining Walls
X. Fences/Gates
Y. Exterior Lighting

1. The ARC may request a physical sample or a physical storyboard on a case-by-case basis for clarity - Refer to Exhibit H.
2. In the event a physical sample or a physical storyboard is requested, color samples must originate from the material supplier.
3. In the event a physical sample or a physical storyboard is provided to the ARC, sample materials and color samples can be reclaimed by the builder following Final Inspection by the ARC. The ARC reserves the right to dispose of storyboards and samples that have not been reclaimed within sixty days of the ARC final inspection.

7.0 THE SUBMITTAL REVIEW PROCESS

7.1 Design Review Decisions

Plans may also be shared with professional architectural and landscape consultants for their review and comment. In addition to approval by the ARC, the property owner or the property owner's agent must submit plans to the Village of Southern Pines for review and approval.

Conflicts may arise between the requirements of Forest Creek and the Village of Southern Pines. If such a conflict arises, the property owner must comply with the more rigorous requirement or standard.

Following the ARC's consideration of the submitted Design Package, and any comments offered by those invited to review the plans, the ARC will render one of three (3) decisions:

1. Approved

Applications may be approved with or without suggestions. Suggestions may be rendered to encourage changes that the ARC deems desirable, but such suggestions are not binding upon the Applicant. The ARC may have comments or questions about a submission, in which event it will communicate such comments and questions to the applicant for response.

2. Comments

If the ARC has comments, questions or change requests with respect to the application, applicants must make the changes required and resubmit plans and specifications for reconsideration and ARC approval.

Conditions are binding on Applicants except to the extent they are modified by the ARC following discussion with the applicant.

3. Disapproved

This indicates that the applicant should consider a Conceptual Architectural Review meeting to better understand the issues surrounding the disapproval.

In the event the application is not approved by the ARC, an explanation of the reasons will be provided to the Applicant.

7.2 Conditions of Approval/Rejection of Plans

Approval by the ARC shall in no way relieve the property 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 ARC 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 FCPOA Board of Directors. All such requests shall be made in writing - Refer to Section 2.5.

7.4 Variances

All requests for variances from the requirements in these Guidelines, and the reasons necessitating the requests, shall be submitted in writing to the ARC. Any variance granted shall be considered unique and will not set any precedent for future decisions.

7.5 Approval Expiration

Applicants must begin construction within ninety (90) days of Final Architectural Review approval by the ARC. Failure to do so will revoke ARC approval without prior notice and the Applicants compliance deposit (net of any fines) will be returned. The entire

amount of the Applicants application fee will be forfeited and no portion returned to the Applicant.

Time extensions may be granted by the ARC if written requests are received prior to or within ninety (90) days of Final Architectural Review.

7.6 Compliance Deposit

The builder and property owner will post a non-interest-bearing compliance deposit as set forth in Section 7.9.

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 compliance deposit. The builder will then be required to replenish the amount deducted from the deposit within fifteen (15) days of incurring any fine. The failure of the Contractor to replenish any amounts so deducted from the compliance deposit will result an additional fine being assessed against the deposit until full amount is replenished. Builders may appeal any such fine utilizing the procedures identified in Section 8.12.

7.7 Return of Compliance Deposit

When all construction is completed, including landscaping, the builder shall request in writing a final inspection by the ARC. The ARC will schedule a final inspection within seven (7) business days. Once final ARC approval is given and the ARC has signed the Certificate of Compliance, the builder's compliance deposit will be returned, less any outstanding fines.

7.8 Failure to Pay Construction Fines

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

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

7.9 Fees / Deposit Schedule

Make Checks payable to Forest Creek ARC.

All checks / check stubs shall include; 1) Lot Number, 2) Construction Address and 3) Fee paid (i.e., Impact Fee).

Checks shall be dropped off at the Front Desk of the Forest Creek Golf Club administration building located at 200 Meyer Farm Drive, Pinehurst NC 28374.

Building fees and compliance deposits assessed will be as follows (Revised 12/03/24):

Construction Type	Review Fee	Impact Fee	Compliance Deposit (Refundable)
New	\$2,000	\$2,500	Homeowner -\$2,500 Builder - \$2,500*
Major Addition / Renovation	\$1,000	\$1,000	\$1,000
Minor Renovation	No Fee	No Fee	\$1000

*In the case of a spec home, the builder is responsible for both

8.0 THE CONSTRUCTION PROCESS

8.1 Property Owner's Responsibilities

In addition to other obligations set forth in these guidelines, any property owner wishing to undertake a new project within the Forest Creek Community will be ultimately responsible for:

1. Ensuring the quality and fitness of work of any contractor or subcontractor.
2. Ensuring the compliance with all laws, codes, and ordinances of any governmental agency or body.
3. Ensuring compliance with all environmental restrictions including woodpeckers, drainage and grading requirements, and all surface and subsurface conditions.
4. Ensure accuracy of all stakeouts and surveys.
5. Ensure compliance with the Construction Site Regulations (Exhibit M).
6. Ensure the repair of any damage to adjacent property, road surface or curbing that occurs during construction to the satisfaction of the ARC project manager and POA board.

8.2 Builder Construction Responsibilities

In addition to their legal and contractual obligations and the other obligations set forth in these guidelines, each builder is required to do the following:

1. Read and understand the policies of these guidelines.
2. Obtain and erect on site the required builder sign to be displayed on the site. The Builder is responsible for ordering and payment of sign.
3. Provide, to security at the front gate, the names and contact information of all employees, sub- contractors and vendors to be working on site.
4. All builders are required to provide a 24- hour emergency telephone number to the Community Manager and Forest Creek Security.
5. The builder is responsible for all sub-contractors, and are responsible for instructing their workers and subcontractors on the Construction Site Regulations (Exhibit M).
6. Finish construction in a timely manner (12 months). If an extension is needed to the twelve (12 month) time frame, the property 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 ARC.
7. The builder shall take all necessary precautions for the safety of employees, subcontractors, agents or other third parties on the project site and shall comply with all applicable provisions of federal, state and municipal safety laws and building codes to prevent accidents or injury to persons on the premises where the work is being performed.

8.3 Starting Construction

Prior to beginning construction, the builder shall schedule a meeting with the ARC 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.

Builders are encouraged to meet with homeowners near the building site to discuss the project and give them a point of contact if they have any concerns during the process.

1. Construction vehicles/equipment are not permitted access into Forest Creek on Saturdays (unless permission is granted to work on Saturday), Sundays or on major holidays. Refer to Exhibit M for permissible days and hours for construction, as well as other communications from Forest Creek security.
2. Site clearing, grading or construction may not begin until:
 - A. Plans (as set forth in Section 6.0) have been approved by the ARC.
 - B. Building permits have been issued and prominently posted on site.
 - C. Building corners have been staked and the entire perimeter of the residence, including 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. The requirements for Section 5.3 have been satisfied.
- G. An Approval Letter from US Fish & Wildlife has been received by the contractor and a copy sent to the ARC.
- H. One builder's sign, conforming to Exhibit F, 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.
- 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 ARC approved screening 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 Forest Creek.

8.4 Construction Time Limitation

Approved plans for new construction and additions or modifications are valid for ninety (90) days from the date of approval (refer to 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 the lot has been cleared.

If an extension is needed to the above time frame, the property 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 ARC. If construction is not complete within the agreed upon timeline, the ARC may assess a fine until construction is complete - Refer to Section 8.12.

8.5 Erosion Control

The Erosion Control/Drainage Plan identified in Section 6.3.4 of this document shall be implemented as drawn and shall create an ongoing obligation of the property 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, the property owner shall immediately repair and remediate any damage to adjoining properties and immediately implement preventative measures to avoid a recurrence thereof.

8.6 Site Maintenance

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

2. All materials and equipment must be stored on the owner's property. None may be stored on the street, any neighboring property, the right of way or FCPOA property.
3. All supplies and materials shall be kept neatly stacked and well ordered.
4. On-site building materials shall be limited to those required for remaining construction at that site. For example:
 - A. Quantities of concrete block shall not be maintained on-site after completion of the foundation.
 - B. Surplus bricks, sand, and mortar mix shall not be retained on site after completion of the masonry work.
 - C. No building site shall ever be used as a storage site for vehicles or equipment not being used in current construction activities.
 - D. Construction vehicles cannot be parked overnight anywhere in Forest Creek. Such vehicles are subject to towing at the property 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.

Construction vehicles may be parked on neighboring property only with the advance consent of the owner of such property.
 - E. 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.
 - F. 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.
 - G. No open burning is permitted at any time.
 - H. 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.

- I. 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.
- J. Failure to properly maintain the construction site may result in a fine - Refer to Section 8.12.

8.7 Conduct of Workers

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 - Refer to Exhibit M.

Violation of these regulations may result in a fine - Refer to Section 8.12.

8.8 Construction Inspections

Periodic inspections will be made by the ARC while construction is in process to determine compliance with the approved Design Documents.

8.9 Revisions and Changes during Construction

The property owner must notify the ARC prior to making any changes to the approved plans by submitting a Construction Change Request application (Exhibit G).

Any changes may require full ARC approval prior to their implementation.

8.10 Termination or Replacement of the Builder

The ARC shall be given written notice of a decision by the property 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 ARC will refund the remaining construction deposit to the terminated builder.

8.11 Final Inspection

1. Upon completion of construction the following will be submitted to the ARC:
 - A. As-Built Survey
 - B. Copy of Certificate of Occupancy (CO)
 - C. Certificate of Compliance (COC) signed by the builder and property owner - Refer to Exhibit E.

2. After submitting these items, the property owner or their agent shall request, in writing, a final inspection. The ARC shall notify the property owner or agent of a date and time and conduct the requested inspection within seven (7) days.
 - A. 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 ARC final inspection.
 - B. The ARC will sign the COC and final inspection is complete.
3. **The property owner shall not occupy the new residence until the Certificate of Compliance has been executed by a current member of the ARC.**
4. Failure to comply with any aspect of this final inspection and occupancy provision may result in a fine - Refer to Section 8.12.

8.12 Violation and Enforcement

In the event that any property owner, any builder or their agents, employees, or sub-contractors violates the provisions of these Guidelines, the FCPOA shall have the following non-exclusive options:

1. To impose fines against the contractor in accordance with the CC&Rs as well as the rules and regulations promulgated thereunder.
2. To perform any work which the builder has failed to perform that is required, including by deducting such costs from the Construction Compliance Deposit.
3. To bar the Contractor from building in Forest Creek in the future.
4. To issue a stop work order until said violation is remedied.
5. To pursue all other remedies that may be permitted by law.
6. The builder or property owner may appeal any fine decisions to the FCPOA Board per CC&Rs as well as the rules and regulations promulgated thereunder.

In addition, the ARC may levy such other penalties as it may determine in its sole discretion, which may include a suspension of privileges to build in Forest Creek for a period designated by the ARC, and/or an increased construction deposit for subsequent projects and/or other penalties. Refer to Section 2.5 for appeal of fines or 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 FCPOA, rules, covenants and ARC 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.

10.0 MODIFICATIONS TO EXISTING HOMES

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 these guidelines.

To submit a project request, refer to Exhibit J - Exhibit L.

Exterior Renovations / Remodeling / Changes to Existing Homes

Applicants for changes, modifications, alterations and improvements to existing homes, decks, patios, driveways, outdoor fireplaces and landscaping shall consult with the ARC to determine the design documents required for approval. No work shall commence without approval of the ARC.

10.1 Building Permits and Construction Fees

The property owner shall supply copies of any permit needed for the proposed work before work commences. A copy of the contractor's license (for projects over \$30,000) and all fees must be submitted with the plans. The compliance fee shall be returned to the property owner after all work is complete and the project has been inspected by the ARC and has been found to comply with all the ARC Guidelines - Refer to Section 7.9.

10.2 Exterior Repainting of Existing Home

Repainting of any existing dwelling or property thereon with a color other than previously approved shall require the approval of the ARC. Color chips or samples coded to exterior elevations shall be submitted to the ARC for color change approval. This includes house, doors, shutters and trim.

10.3 Swimming Pools

Applications to the ARC 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. Refer to section 4.12 for additional information.

Applications to the ARC for consideration of the construction of a pool, must have the following documentation submitted with the applicable change request forms (see Exhibit J - Exhibit L):

1. **SITE PLAN** – must be legible and submitted in PDF format and shall contain the following:
 - A. Property lines and house location
 - B. Building Setback lines (identified as the building envelope)
 - C. Grading Plan for drainage patterns – Existing and proposed topography
 - D. Location of Pool – This must be located inside the building envelope

- E. Location of mechanical equipment –(must be adjacent to the home)
 - F. Location of the fence – this must be located inside the building envelope and comply with applicable requirements in these guidelines - Refer to Section 4.2.
 - G. 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 ARC**)
 - H. Location of silt fences
2. **LANDSCAPE PLAN** – must be legible and submitted in PDF format and shall contain the following:
- A. Location of pool
 - B. Location of pool equipment
 - C. Fence location and screening plants identified
 - D. Plant list with quantities, botanical names including genus, species and cultivar, and size and height.
 - E. Concrete or pavers added around pool
 - F. Additional sidewalks or steps to the pool
3. **MANUFACTURERS SPECIFICATION AND PHOTOS** submitted in PDF format of the following :
- A. Fence - Refer to Section 4.2.
 - B. Exterior Lighting detail and cast of illumination - Refer to Section 4.13.
 - C. All Additional surface materials - photos only

10.4 Landscape Changes After Occupancy

Additions to existing landscaping within the house setback envelope are encouraged. Plants and trees located outside the house setback envelope may be replaced with plantings of a like species, kind and size but require ARC approval. Any landscaping which creates a screen, fence, or wall, either natural or artificial, that obstructs or interferes with a neighbor's or community's view of the golf course, a lake, or a pond, is not permitted.

Any material changes of landscaping or redesign of part or all of the current landscape and/or water management need ARC approval. Determination will be made at that time whether a formal landscape plan should be submitted.

11.0 EXHIBITS

- A.** Letter of Application for Residential Construction or Improvements
- B.** Proposed Exterior Materials Submittal Form
- C.** Contractor Compliance Agreement
- D.** Tree Removal Plan - Example
- E.** Certificate of Compliance
- F.** Forest Creek Builder Sign
- G.** Construction Change Request
- H.** Storyboard - Example
- I.** Recommended Master Plant List
- J.** Additions/Exterior Remodeling/Improvements Change Request
- K.** Landscape Revision/Change Request
- L.** Tree Removal Request Form – Post Construction
- M.** Construction Site Regulations



Exhibit A

Letter of Application for Residential Construction or Improvements

Page 1

Submit to: The Architectural Review Committee

Forest Creek Location

Lot No.

Date:

Street Address:

Housing Type:

Submittal Made by:

Property Owner Info

Name:

Phone:

Current Address:

Email:

Current City / State / Zip

Name & Address of Architect or Designer

Name:

NC License No.

Company:

Phone:

Address:

Email:

City / State / Zip:

Name & Address of Builder

Name:

NC License No.

Company:

Phone:

Address:

Email:

City / State / Zip:



Exhibit A - cont.

Letter of Application for Residential Construction or Improvements

Page 2

Home Design & Size

Has a home with similar elevations ever been constructed from these plans in this area?

No ___ Yes ___ If yes, Location: _____

What is the anticipated finish floor elevation? _____ above MSL.

List the following Square Footage as applicable:

Ground Level Heated Area: _____ SF

Upper-Level Heated Area: _____ SF

Lower-Level / Walkout Heated Area: _____ SF

Other Heated Area(s): _____ SF

Total Heated Area: _____ SF

Garage Area: _____ SF

Deck Area: _____ SF

Other Unheated Area(s) _____ SF

Total Unheated Area: _____ SF



Exhibit B

Proposed Exterior Materials (samples & color board required)

Page 1/4

Forest Creek Location

Lot No.

Date:

Street Address:

Specify proposed type, manufacturer and color for the exterior materials listed below. **In addition**, submit Manufacturers information w/ product sample illustrations, and /or color chip to convey all necessary details of design, size, color and/or texture **on the storyboard**. REFER TO SECTION 6.5 FOR MORE INFORMATION ON THE STORYBOARD FORMAT REQUIRED FOR SUBMITTAL.

Exterior Materials Specification Summary

Product	Manufacturer, Material/Type & Color
Brick	
Mortar	
Siding (No Vinyl or Metal Siding Permitted)	
Stone	
Stucco	
Roof Shingle	
Roof Metal (Include Rib Height & Profile)	



Exhibit B - cont.
Proposed Exterior Materials
 (samples & color board required)

Page 2/4

Specify proposed type, manufacturer and color for the exterior materials listed below. **In addition**, submit Manufactures information w/ product sample illustrations, and /or color chip to convey all necessary details of design, size, color and/or texture **on the storyboard**. REFER TO SECTION 6.5 FOR MORE INFORMATION ON THE STORYBOARD FORMAT REQUIRED FOR SUBMITTAL.

Exterior Materials Specification Summary - cont.

Product	Manufacturer, Material/Type & Color
Fascia / Trim / Soffit	
Shutters	
Front Door	
Garage Doors	
Windows	
Chimney Cap (Include Dimensions)	
Exterior Chimney Finish	
Foundation Finish	
Gutters	
Downspouts / Rain Chains	



Exhibit B - cont.
Proposed Exterior Materials
 (samples & color board required)

Page 3/4

Specify proposed type, manufacturer and color for the exterior materials listed below. **In addition**, submit Manufactures information w/ product sample illustrations, and /or color chip to convey all necessary details of design, size, color and/or texture on the storyboard. REFER TO SECTION 6.5 FOR MORE INFORMATION ON THE STORYBOARD FORMAT REQUIRED FOR SUBMITTAL

Exterior Materials Specification Summary

Product	Manufacturer, Material/Type & Color
Driveway & Borders	If Other Than Concrete:
Walkways	If Other Than Concrete:
Patios: Side / Rear (Concrete is not Permitted)	
Entry Porch Floor (Tongue & Groove if Wood)	
Entry Porch Ceiling (Tongue & Groove)	
Rear Porch Floor	
Rear Porch Ceiling (Tongue & Groove)	
Deck Skirt	
Columns (Include Dimensions)	
Railings	



Exhibit B - cont.
Proposed Exterior Materials
 (samples & color board required)

Page 4/4

Specify proposed type, manufacturer and color for the exterior materials listed below. **In addition**, submit Manufactures information w/ product sample illustrations, and /or color chip to convey all necessary details of design, size, color and/or texture **on the storyboard**. REFER TO SECTION 6.5 FOR MORE INFORMATION ON THE STORYBOARD FORMAT REQUIRED FOR SUBMITTAL.

Exterior Materials Specification Summary

Product	Manufacturer, Material/Type & Color
Screen Enclosure (Clear Vinyl is Not Permitted)	Screen: Frame:
Retaining Walls	
Fences / Gates	
Exterior Garage Lighting	
Exterior Front Entry Lighting	
Comments:	



Exhibit C

Contractor Compliance Agreement

Submit to: The Architectural Review Committee

By signing this document, I am fully aware that it is my responsibility to understand the contents of the published CC&R's and ARC Guidelines. I am also aware that any proposed change to the previously approved construction documents must be presented to the ARC for review and approval prior to the commencement of any construction changes at the project site. Architectural or material changes made without prior approval are subject to removal. Materials used for this project must be those approved within the Guidelines.

Failure to comply with any of the above will result in forfeiture of the compliance deposit.

Project Name:

Property Owner:

Contractor:

NC License No.

Architect:

NC License No.

Designer:

Contractor Signature:

Date:

Property Owner
Signature:

Date:



Exhibit D

Tree Removal Plan - Example



Red = trees that will **remain** and may not be cut

Green = trees that may be **removed**



Exhibit E

CERTIFICATE OF COMPLIANCE - TO BE DELIVERED UPON COMPLETION

FOREST CREEK
200 Meyer Farm Drive
Pinehurst, North Carolina 28374
(910) 295-9000

THE UNDERSIGNED DOES CERTIFY TO FOREST CREEK ARCHITECTURAL REVIEW COMMITTEE (THE "ARC") THAT THE BUILDING STRUCTURE AND OTHER IMPROVEMENTS LOCATED AT

(LOT NUMBER AND STREET)

IN FOREST CREEK HAVE BEEN CONSTRUCTED OR ALTERED IN COMPLIANCE WITH THE RECORDED COVENANTS RUNNING WITH THE CERTAIN LANDS IN FOREST CREEK AFFECTING SUCH LOT, AS AMENDED TO DATE, COPIES OF WHICH COVENANTS THE PROPERTY OWNER DOES HEREBY ACKNOWLEDGE RECEIVING.

THE UNDERSIGNED DOES FURTHER CERTIFY THAT THE IMPROVEMENTS HAVE BEEN CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND SPECIFICATION HERETOFORE FILED WITH AND APPROVED BY THE ARC ON _____, 20____: THAT THE CONTRACTOR AND/OR ARCHITECT EXECUTING THIS CERTIFICATE HAS CONDUCTED A FINAL INSPECTION OF THE IMPROVEMENTS; AND THAT THE IMPROVEMENTS MEET THE GUIDELINES, CRITERIA AND REQUIREMENTS SET FORTH BY THE ARC IN ITS APPROVAL OF THE PLANS AND SPECIFICATIONS.

PROPERTY OWNER: _____ Date: _____
(Signature)

CONTRACTOR: _____ Date: _____
(Signature)

ARCHITECT: _____ Date: _____
(Signature)

TYPE OF IMPROVEMENTS: _____

FILED WITH AND ACCEPTED BY THE FOREST CREEK ARCHITECTURAL REVIEW COMMITTEE THIS _____ DAY OF _____, 20____.

COMMITTEE MEMBER: _____
(Print)

(Signature) Date: _____



Exhibit F

Forest Creek Builder Sign

1 (one-sided) 24"x20" 6m Poly Metal Sign with Custom Shape
including 8ft Vinyl Post & Finial
\$175 + tax

Custom Name & Lot #



The above sign is the **ONLY** approved sign to be displayed on the property and must be placed in a visible location from the road. They can be purchased from either Classic Signs and Signblasters or Sandhills Signs. The estimated cost shown is a quote from Sandhills Signs and is subject to change.

8' post to be installed 2'-0" below finished grade.

Please allow enough time in ordering to install on the jobsite before construction of the home begins.



Exhibit G

Construction Change Request

Date of Request:	
Contractor:	Phone #
Property Owner:	Lot #
Description of Change:	
Reason for change:	
Comments:	



Exhibit H

Physical Storyboard Example



Exhibit I

RECOMMENDED MASTER PLANT LIST

Named varieties and cultivars of plants are shown as examples.

Most other selections within the species are
acceptable.

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
TREES			
Acer palmatum "Bloodgood"	Bloodgood Japanese Maple	Burgundy leaves	3" ht & sp
Acer palmatum "Coral Bark"	Coral Bark Japanese Maple	Spectacular bark	3" cal 12'-14" ht
Acer palmatum dissectum "Crimson Queen"	Crimson Queen Japanese Maple	Burgundy leaves	2'-3' ht
Acer rubrum "October Glory"	October Glory Red Maple	Orange fall color	3" cal 12'-14" ht
Acer saccharum "Legacy"	Legacy Sugar Maple	Yellow orange fall color	2" cal
*Cereis eanadensis	Redbud	Purple	2" cal 8'-10' ht
Chionanthus virginicus	Fringe tree	White	1 ½" cal 7'-8' ht
Cornus florida	Dogwood	White	1 ½" cal 7'-8' ht
Cornus kouska	Kousa dogwood	White	1 ½" cal 7'-8' ht
Cryptomeria japonica	Japanese Cyrtomeria	Stately	8'-10' ht
Ginkgo bilboa "Autumn Gold"	Ginko	Unique	7'-8' ht
Hamamelis Virginia	Native Witchhazel	Yellow	2" cal 8'-10' ht
Ilex cpornta Burfordii "nana"	Dwarf Burford holly	Red berry	7 gal. 3' ht
Ilex decidua	Possumhaw	Double berries	5 gal 24" ht & sp
Ilex opaca "Greenleaf"	Greenleaf holly	Stately	2" cal 8'-10' ht
Ilex x "Emily Bruner"	Emily Bruner holly (female)	Red berry	2" cal 8'-10' ht
Ilex x "Nellie R. Stevens"	Nellie R. Stevens holly	Red berry	2" cal 8'-10' ht
Illicium parviflorum	Small anise tree	White	2" cal 8'-10' ht

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
Lagerstromia indicia x faurieri "Natchez"	Natchez crepe myrtle	White	3" cal multi-stem
Magnolia grandiflora "DD Blanchard"	DD Blanchard Magnolia	Dark green	2" cal 8'-10' ht
Magnolia grandiflora "Common"	Magnolia	Apple green	2" cal 8'-10' ht
Magnolia grandiflora "Little Gem"	Little Gem Magnolia (Dwarf)	Long blooming	2" cal 8'-10' ht
Magnolia stellate x "Waterlily"	Waterlily Star Magnolia	Pink/white	2" cal 8'-10' ht
Magnolia virginiana "greenbay"	Greenbay Sweetbay Magnolia	White fragrant flowers	2" cal 8'-10' ht
*Magnolia x soulangiana	Saucer Magnolia	Purple	7'-8' ht
*Malus floribunda	Japanese Flowering Crabapple	Pink/red	2" cal 8'-10' ht
Pinus palustris	Longleaf pine	Predominant tree	2" cal 8'-10' ht
Pinus thunbergiana	Japanese Black Pine	Sculptural	2" cal 8'-10' ht
Prunus laurocerasus	Cherry laurel	White	1" cal 6'-7' ht
*Prunus mume	Flowering Apricot	Pink	1" cal 6'-7' ht
*Prunus serrulata "kwanzan"	Kwanzan Flowering Cherry	Pink	2" cal 8'-10' ht
Pyrus calleryana "Aristocrat"	Aristocrat Flowering pear	White	6'-8' ht
Quercus phellos	Willow Oak	Tough tree	2" cal 8'-10' ht
*Quercus rubra	Red Oak	Red fall color	2" cal 8'-10' ht
Quercus virginiana	Live Oak	Southern icon	2" cal 8'-10' ht
X Cupressocyparis leylandii	Leyland Cypress	Fast growing	5'-6'
SHRUBS			
Abelia x Grandflora	Glossy Abelia	White	5 gal 24"-30" ht & sp
Abelia x grandflora "Little Prince"	Little Prince Glossy Abelia	White	5 gal 24"-30" ht & sp
Aucuba japonica "Variegata"	Variegated (golf dust) aucuba	Yellow spots	5 gal 24"-30" ht & sp

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
Azalea "Fairy Bell"	Fairy Bell Azalea	Pink	5 gal 24"-30" ht & sp
*Azalea arborescens	Sweet Azalea	White	5 gal 24"-30" ht & sp
*Azalea atlanticum	Dwarf Coastal Azalea	White	5 gal 24"-30" ht & sp
*Azalea exbury "Mt. St. Helen"	Mt. St. Helen Azalea	Pink/yellow	5 gal 24"-30" ht & sp
*Azalea indica "Formosa"	Formosa'	Lavender	5 gal 24"-30" ht & sp
*Azalea satsuki "Gumpo White"	Gumpo White Azalea	White	5 gal 24"-30" ht & sp
*Azalea viscosum	Swamp Azalea	White/pink	5 gal 24"-30" ht & sp
*Berberis thunbergia atropurpurea "Crimson Pygmy"	Crimson Pygmy Barberry	Burgundy red	5 gal 24"-30" ht & sp
Buddleia davidii "Black Knight"	Black Knight Butterfly Bush	Dark purple	5 gal 24"-30" ht & sp
Buxus microphylla "Wintergreen"	Wintergreen Korean boxwood	Hardy	5 gal 24"-30" ht & sp
Buxus sempervirens	American Boxwood	Tough	5 gal 24"-30" ht & sp
Callicarpa dichotoma	Purple Beautyberry	Lilac-violet fruit	5 gal 24"-30" ht & sp
Calycanthus floridus	Carolina Allspice (sweet shrub)	Dark red chocolate	5 gal 24"-30" ht & sp
Camellia japonica "Bernice Boddy"	Bernice Bobby Camellia	Light pink	7 gal 30"-36" ht & sp
Camellia sasanqua "Jean May"	Jean May Sasanqua	Double pink	7 gal 30"-36" ht & sp
Chaenomeles speciose "Apple Blossom"	Apple Blossom Flowering Quince	Pink	5 gal 24"-30" ht & sp
Clethra alnifolia	White summersweet	White	5 gal 24"-30" ht & sp
Cleyera japonica	Japanese Cleyera	Wine red	7 gal 30"-36" ht & sp
Daphne odora	Winter Daphne	Pink	5 gal 24"-30" ht & sp
Euonymus alatus "compacta"	Dwarf Burning Bush	Red fall color	5 gal 24"-30" ht & sp
Exochorda x "the bride"	Bride Pearl Bush	White	5 gal 24"-30" ht & sp
Forsythia x intermedia "lynwood Golf"	Lynwood Gold Forsythia	Yellow	5 gal 24"-30" ht & sp
Gardenia jasminoides	Gardenia	White	5 gal 24"-30" ht & sp

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
Gardenia jasminoides "Radicans"	Dwarf Gardenia	White	7 gal 24"-30" ht & sp
Hamamelis virginiana	Witchhazel	Yellow	7 gal 30"-36" ht & sp
Hydrangea anomala petiolaris	Climbing Hydrangea	White	5 gal 24"-30" ht & sp
Hydrangea arborescens "Annabelle"	Annabelle Smooth Hydrangea	White	7 gal 30"-36" ht & sp
Hydrangea macrophylla "all summer beauty"	All Summer Beauty Hydrangea	blue	5 gal 24"-30" ht & sp
Hydrangea quercifolia "Alice"	Alice oakleaf hydrangea	White	7 gal 30"-36" ht & sp
Ilex cornuta "Bufordii Nana"	Dwarf burford holly	Dependable	7 gal 30"-36" ht & sp
Ilex cornuta "Carissa"	Carissa holly	Unique form	5 gal 24"-30" ht & sp
Ilex crenata "soft Touch"	Soft touch Helleri Holly	Soft leaf tips	5 gal 24"-30" ht & sp
Ilex decidua "Warren's Red"	Warren's Red Delicious Holly	Red berries	5'-6' ht
Ilex glabra	Inkberry	Black berries	5 gal 24"-30" ht & sp
Ilex glabra "Compacta"	Dwarf Inkberry Holly	Compact	5 gal 24"-30" ht & sp
Ilex verticillata	Winterberry	Red berries	5 gal 24"-30" ht & sp
Ilex vomitoria "Nana"	Dwarf Yaupon Holly	Dwarf	5 gal 24"-30" ht & sp
Illicium parviflorum	Anise Tree	Licorice smell	7 gal 3'-3.5' ht & sp
Jasminum nudiflorum	Winter Jasmine	Yellow late winter flowers	5 gal 24"-30" ht & sp
Juniperus chinensis "Milky Way"	Milky Way Juniper	Cream markings, fast	5 gal 24"-30" ht & sp
Juniperus davurica "Parson's Variegated"	Parson's Juniper	Green-cream foliage	5 gal 24"-30" ht & sp
Juniperus horizontalis	Creeping Juniper	Low growing	5 gal 24"-30" ht & sp
Juniperus procumbens "Nana"	Dwarf japgarden Juniper	Tidy ground cover	5 gal 24"-30" ht & sp
Kalmia latifolia	Mt. Laurel	Pink	7 gal 24"-30" ht & sp
Kerria japonica "Pleniflora"	Japanese Kerria	Yellow/orange	5 gal 24"-30" ht & sp
Leucothe axillaris	Coastal Leucothoe	White flower	5 gal 24"-30" ht & sp

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
Leucothoe populifolia	Florida Leucothoe	Tall grower	7 gal 3'-4' ht & sp
*Ligustrum japonicum	Japanese Privet	Wall flower	5 gal 24"-30" ht & sp
*Ligustrum sinense "Variegatum"	Variegated Chinese Privet	Fast grower	5 gal 24"-30" ht & sp
Loropetalum Chinese "Burgundy"	Burgundy Loropetalum	White	5 gal 24"-30" ht & sp
Mahonia bealei	Leatherleaf Mahonia	Yellow	5 gal 24"-30" ht & sp
Michelia figo	Banana Shrub	Fragrant cream flowers	5 gal 24"-30" ht & sp
Myrica cerifera	Wax Myrtle	Tough native	7 gal 3'-4' ht & sp
*Nandina domestic "Gulfstream"	Heavenly bamboo	Narrow form	5 gal 24"-30" ht & sp
*Nandina domestic "Harbor Dwarf"	Harbor Dwarf Nandina	Beautiful form	5 gal 24"-30" ht & sp
Osmanthus americanus	Devilwood Osmanthus	Good aroma	7 gal 3'-4' ht & sp
Osmanthus fragrans	Fragrant Tea Olive	Strong aroma	7 gal 3'-4' ht & sp
Osmanthus heterophyllus "Gulf tide"	Gulf tide Holly Osmanthus	Cream	7 gal 3'-4' ht & sp
Osmanthus x fortune	Fortune's Osmanthus	Large grower	7 gal 3'-4' ht & sp
Philadelphus coronaries	Sweet Mock Orange	White	5 gal 24"-30" ht & sp
Pieris japonica "Snowdrift"	Snowdrift Japanese Pieris	White	5 gal 24"-30" ht & sp
Pieris japonica "Compacta"	Japanese Andromeda	White	5 gal 24"-30" ht & sp
Pittosporum tobira	Japanese Pittosporum	Cold tender	5 gal 4'-5' ht & sp
Pittosporum tobira "Nana"	Nana Dwarf Pittosporum	Cold tender	5 gal 24"-30" ht & sp
Prunus laurocerasus	English Laurel	Large plant	7 gal 30"-36" ht & sp
Prunus laurocerasus "Otto" Luyken"	Otto Luyken Laurel	Low grower	5 gal 24"-30" ht & sp
Pyracantha coccinea	Scarlet Firethorn	White	5 gal 24"-30" ht & sp
*Raphiolepis umbellate "Pink Lady"	Pink Lady Indian Hawthorne	Pink	5 gal 24"-30" ht & sp
Rhododendron "Roseum Elegans"	Roseum Elegans Rhododendron	Pale pink	5 gal 24"-30" ht & sp
*Rosa banksiae	Lady Banks Rose	Yellow flowers	5 gal 4-5 runners 3' long

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
*Rosa "New Dawn"	New Dawn Climbing Rose	Pink flowers	5 gal 24"-30" ht & sp
*Roseum	Rose	Rose flowers	5 gal 24"-30" ht & sp
*Spiraea japonica "Shirobana"	Shirobana Dwarf Spirea	Pink/white	5 gal 24"-30" ht & sp
*Spiraea prunifolia	Bridal wreath	White	5 gal 24"-30" ht & sp
*Spiraea x bumalda "Anthony Waterer"	Anthony Waterer Spirea	Carmine pink	5 gal 24"-30" ht & sp
*Thuja occidentalis "Emerald"	Emerald Arborvitae	Compact form	5 gal 24"-30" ht & sp
Vaccinium ashei "Climax"	Climax Blueberry	Pollinators	5 gal 24"-30" ht & sp
*Viburnum japonicum or V. awabuki	Japanese Viburnum	Dark green	7 gal 30"-36" ht & sp
*Viburnum prunifolium	Blackhaw Viburnum	White	7 gal 30"-36" ht & sp
*Viburnum suspensum	Sandankwa Viburnum	White	7 gal 30"-36" ht & sp
*Viburnum titnus "Spring Bouquet"	Spring Bouquet Viburnum	White, compact	5 gal 24"-30" ht & sp
*Viburnum x burkwoodii	Burkwood Viburnum	White	7 gal 30"-36" ht & sp
*Viburnum x shasta	Shasta Viburnum	White	5 gal 24"-30" ht & sp
VINES			
Clematis "Hagley Hybrid"	Hagley Hybrid Clematis	Rose pink	1 gal
Ficus pumila	Climbing Fig	Yellow fruit, dwarf	1 gal
Gelsemium semipervens	Carolina Jessamine	Yellow	1 gal
Lonica sempervirens "Alabama Crimson"	Alabama Crimson Honeysuckle	red	1 gal
GROUND COVER			
Ajuga Reptans "royalty"	Royalty Ajuga	blue	1 gal
Athyrium filix-femina	Lady fern	Delicate	1 gal
Cryptomium falcatum	Holly Fern	Tough	1 gal

BOTANICAL NAME	COMMON NAME	REMARKS	SIZE
Dianthus "Bath's Pink"	Bath's Pink Dianthus	Pink	1 gal
Liriope muscari "Majestic"	Majestic Liriope	Lavender	2 ½' pot
Ophiopogen japonicas	Mondo Grass	Dark green	2 ½' pot
Osmunda cinnamomea	Cinnamon fern	Cinnamon	2 gal
Vinca Minor	Periwinkle	Blue	2 ½' pot
GRASSES			
Acorus gramineus "Variegatus"	Variegated Japanese Sweetflag	Yellow	3 gal
Aristida stricta	Wire Grass	Native grass	Clump
Carex morrow "Variegata"	Variegated Sedge	Wet soils	3 gal
Cortaderia selloana "Pumlia"	Pumila Pampas Grass	Stately	3 gal
Miscanthus sinensis "Gracillimus"	Maidenhair Grass	Delicate	3 gal
Muhlenbergia capillaris	Muhly grass	Lavender odor	3 gal
Cynodon dactylon "celebration"	Celebration Bermuda Grass	Sod	

*Susceptible to Deer Damage



Exhibit J
Additions / Exterior Remodeling /
Improvements

Change Request

Date of Request:

Builder / Contractor:

Contact Name:
Phone Number:
Email Address:

Property Owner Name:

Lot No.:
Address:

Description of Remodel / Improvement:

Property Owner Signature: _____ Date: _____

Contact Forest Creek Administration at 910-725-1973 for submission instructions for ARC approval.



Exhibit K

Landscape Revision / Change Request

Date of Request:

Landscape Company:

Contact Name:
Phone Number:
Email Address:

Property Owner Name:

Lot No.:
Address:

Description of Changes and any Drainage Adjustments:

Property Owner Signature: _____ Date: _____

Contact Forest Creek Administration at 910-725-1973 for submission instructions for ARC approval.



Exhibit L

TREE REMOVAL REQUEST FORM - POST CONSTRUCTION

Page 1

Submit To:

Date: _____

Forest Creek ARC
200 Meyer Farm Drive
Pinehurst, NC 28374
Phone No.: (910) 295-9000
Fax No.: (910) 693-1680

Property Owner Name: _____

Construction

Address: _____

Lot No. (Use Legal Plat Lot No.): _____

Contact Phone No.: _____

Contact Email: _____

Trees whose diameter is less than 6 inches may be removed without ARC approval. Tree size is defined as the diameter in inches at a height of 4 feet above the grade level. Tree(s) to be removed will be wrapped with green ribbon by the ARC or the property owner. Do not mark any other trees. Once the trees have been marked for removal and this form has been completed and submitted to the ARC by the property owner, the ARC will schedule an inspection. **DO NOT PROCEED WITHOUT ARC APPROVAL.** Once approved, an ARC approval permit will be issued.

Please note: All tree removals are subject to mitigation. The fact that a tree is messy, or undesirable is not sufficient reason for removal.

Reason for Removal:

- Tree is dead
- Tree is too close to house or out-building
- Tree is diseased
- Tree has significant damage; there is risk that it will fall over
- Tree is leaning in a hazardous manner
- Other: _____



Exhibit L - cont.
**TREE REMOVAL REQUEST
 FORM - POST CONSTRUCTION**

Page 2

<u>Type</u>	<u>Size</u>	<u>Location</u>	<u>Reason</u>	<u>Approved</u>	<u>Dis- approved</u>	<u>Comment</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please submit this request with any pictures to the ARC for processing. All tree removal requests are contingent upon approval by the ARC.

Property Owner
 Signature: _____

Date: _____

Approved

Yes

No

See comments on back

F+W Inspected

Date: _____

Approved

Yes

No

See comments on back

ARC Inspected

Date: _____



Exhibit M

Construction Site Regulations

The following rules should be posted on the job site and given to all subcontractors working on the project:

1. No open burning is permitted at any time.
2. No trash thrown on building premises, street, or other Forest Creek property. All job sites will be kept in a clean and orderly condition. Excess materials should be removed in a timely manner. No materials will be stored or placed in swale or right-of-way areas. Debris shall be removed weekly at a minimum. There will be no storage of materials (and debris) on golf course frontages.
3. No signage is permitted at any job site unless required by law or approved by the ARC.
4. Construction hours are 7:45 a.m. to 6:00 p.m. on weekdays, Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturday if special permission is given for Saturday work. Contractors may come inside the gates at 7:15 to line up, proceed to the job at 7:30, and begin outside work no earlier than 7:45. If any contractor violates the noise policy before 7:45, they will be subject to a fine under the noise policy.
5. Appropriate attire must be worn at all times. Shirts are mandatory.
6. All Participating Builders are required to keep on record with the ARC, and the Security Gate, a 24-hour emergency phone number.
7. Alcoholic beverages, illegal drugs, dogs or firearms are not permitted on job sites.
8. The playing of music is prohibited, both inside and outside of the house.
9. Any agents, subcontractors, and employees of Participating Builders who violate construction site requirements or any other ARC criteria may be removed and prohibited from entering Forest Creek by the Property Owners Association and the ARC.
10. All stop signs will be observed. The speed limit is 25 miles per hour in all of Forest Creek.
11. Installation of a gravel construction driveway and silt fence barrier is required to avoid any site water runoff and/or construction impingement of adjacent properties.
12. Portable toilets must be screened and the door must face the construction site.
13. No construction vehicles are to be parked overnight. Exceptions can be made for the temporary parking of bulldozers and heavy equipment used for site clearing and foundation work, with permission. No such vehicles shall be parked outside the property lines of the job site.
14. Avoid parking of vehicles in front of occupied lots.
15. Remaining trees preserved during site clearing shall be protected with safety fence installed with at least a 5' radius around the trunk of tree.
16. The fine schedule that is in effect for residents, also applies to contractors.