

BRUNSWICK PLANTATION

ARCHITECTURAL PLAN

AND

RESIDENTIAL DESIGN

AND

CONSTRUCTION STANDARDS

Board Approved and Adopted:

January 20, 2016
Modified 12-16-2016
Modified 4-19-2017
Modified 1-1-2018
Modified 1-1-2019
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Modified 6-20-2020
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Modifications to Standards

Road Impact Fee - Change	December 2016	10.3 13.4.1 Ex A
Mailbox and Post Light – Change	April 2017	6.10.1 6.10.2
Mailbox and Post light Replacement – Addition (with renumber of Section 13)	April 2017	13.6 13.7
Removal reference to Caw Caw Materials	January 1, 2018	5.2e
Remove “black” from section	January 1, 2018	7.10.2
Addition of Section VI to title and section	January 1, 2018	9.2
Removal of custom home and expand To cover all homes	January 1, 2018	9.3
Removal of second Paragraph relocation of last sentence	January 1, 2018	10.1
Removal of Caw Caw builders	January 1, 2018	10.4
	January 1, 2018	10.5
Addition of change driveway and foundation color	January 1, 2018	13.5
Removal of certificate of occupancy and add sentence related to installation as in 13.6	January 1, 2018	13.7
Correction of dollar amounts & clarification of outside builders	January 1, 2018	Ex A
Removal and clarification of section	January 1, 2018	Ex H
Changes to the Landscape plan requirements	January 1, 2019	7.1-
Emergency Generator addition	January 1, 2019	6.14
Light post Replacement	January 1, 2019	6.11
Mailboxes	January 1, 2019	6.12
Approval of X Zone height	September 1, 2019	6.3.3
Pools	June 20, 2020	6.15
General Update	July 15, 2020	Section II
General Update	July 15, 2020	6.3.2
General Update	July 15, 2020	6.5
Structural Renovation Road Impact Fee	August 2020	13.4.1
Removed exceptions	September 10, 2020	13.4.1
Violations	November 11, 2020	13.1.1
Fences	December 10, 2020	6.5
Lawn cultivar	April 21, 2021	7.3 c
Lamp Post Lamps	May 27, 2021	6.11

Fences	July 21, 2021	6.5
Typing Errors	September 13, 2021	Misc.
Recreational Equipment	November 16, 2021	6.16
Sheds and Dog Houses	November 16, 2021	6.17
Fences	November 16, 2021	6.5

Architectural Plan Review Procedures and Residential Design and Construction Standards

Section I - Introduction

The Architectural Standards Committee (ASC) has been established in accordance with Master Declaration of Covenants, Conditions, and Restrictions for Brunswick Plantation. The purpose of the ASC is to ensure high design standards and architectural harmony of the buildings and landscaping in the Plantation and to preserve and enhance the magnificent natural setting and beauty of the property.

The private Property Owners Clubhouse and the Golf Course Clubhouse, which houses the Pro Shop, Restaurant, and Administrative Functions, are of Colonial Architectural style. These buildings are intended to set the general theme of the Plantation and, therefore, the buildings including the private homes, must be in architectural harmony with these buildings. Although the buildings will be required to be in architectural harmony with these core buildings, they will not have to be duplicates of them. A wide range of architectural design, colors, landscapes, and so forth may be in harmony, yet it will be the responsibility and the authority of the Architectural Standards Committee to assure that all construction and landscape is in harmony with the Southern Classical Architecture as typified by these buildings.

Note: Article Thirteen of Amended and Restated Master Declaration and Development Plan for Brunswick Plantation, latest revision, are a part of this document.

To ensure the best possible designs, the ASC requires that all homes be professionally designed. The professional design may be by any one or a combination of the following:

- 1) An Architect
- 2) A Professional Associate AIBD (American Institute of Building Designers)
- 3) A Commercially Prepared and Sold Residential Plan Book

Please note that if you utilize a standard plan purchased from a plan service, either 1 or 2 above must design revisions to the plan, as well as the screen elements around service yards and trash containers.

In addition, landscape plans must be professionally designed by one of the following:

- 1) A Landscape Architect
- 2) The Brunswick Plantation Landscape Consultant
- 3) Any other Professional Landscape Designer
- 4) Any Landscape Contractor that has been approved by the ASC.

Glossary

- 1) ASC: Architectural Standards Committee
- 2) BPPOA: Brunswick Plantation Property Owners Association
- 3) BOD: Board of Directors
- 4) Declarant: Caw Caw Land Corporation or assignees
- 5) Easement: A right to cross or otherwise use someone else's land for a specified purpose.
- 6) FFE: Finished Floor Elevation
- 7) NCDENR: North Carolina Department of Natural Resources
- 8) Impervious Surface: A hard surface that does not let water soak into the ground or greatly reduces the amount of water that does not let water soak into the ground, as defined by the NCDENR.
- 9) Pervious Pavers: Pervious Pavers will be accepted when they have been installed per NCDENR Standards.
- 10) NC DENR BMP: Storm water Design Manual
- 11) BUA: Built Upon Area
- 12) Flood Zone X: Area of moderate flood hazard, usually the area between the limits of the 100 year and 500 year floods.
- 13) Flood Zone AE: Area with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30 year mortgage. The base floodplain where base flood elevations are provided.

Section II – Principles and Purpose

In order to assure that proper design standards for buildings and landscaping are achieved and to assure a continuity of physical development such that future development will be compatible with existing development, Caw Caw has declared and recorded Covenants, Conditions and Restrictions applicable to Brunswick Plantation. That Declaration established the Architectural Standards Committee, and sets forth its jurisdiction, powers, obligations, and rules and regulations under which it will conduct its review of proposed improvements. Any statements contained in this document are to condense, amplify, or clarify provisions of the Declaration.

THE APPLICANT IS URGED TO CAREFULLY REVIEW ALL PROVISIONS OF THE DECLARATION PRIOR TO SUBMITTING AN APPLICATION TO THE ASC.

The ASC has been established for the purpose of defining aesthetic standards for construction in Brunswick Plantation and examining and approving or disapproving any and all proposed improvements for a building site within the subdivision, including but not limited to: dwellings, garages, outbuildings, or any other buildings, construction or

installation of landscaping, walks, driveways, parking lots, mailboxes, decks, patios, courtyards, swimming pools, awnings, walls, fences, exterior lights, any exterior addition to, or change or alteration to existing structures; including, without limitation, paint or stain of any exterior surface.

The ASC may refuse to accept and consider any plans submitted by an Applicant if the Board has determined the Applicant to be not in good standing. For purposes of these Design Standards, a Member is "not in good standing" if the Board determines a Member (i) is over 30 days delinquent in payment of Assessments, (ii) has violated a provision in Article Thirteen of the Master Declaration or a provision of the Design Standards and has not cured the violation, or (iii) has violated a provision in any of the Association Documents and has not cured the violation.

ASC approval must be obtained for fill operations, shaping of land areas and drainage, and unless located within ten (10) feet of a building or parking area, no tree, shrub, bush or other vegetation having a trunk diameter of six (6) inches or more at a point of four (4) feet above ground level shall be cut, removed or mutilated, provided this does not apply to dead or diseased trees or shrubs. If any such tree, bush or shrub is removed without approval of the Committee, the owner may be required to replace it with a tree, bush or shrub of comparable species or size. In the event the owner fails, within thirty (30) days, to satisfactorily replace the tree, bush or shrub removed; the owner shall pay the Association a damage fee which is consistent with State Statute per lost or removed tree, bush, or shrub. The Association through its agents and employees shall have the right to enter the property for the purpose of replacing the tree, bush or shrub. Liquidated damages provided for herein shall become a lien on the property of the owner.

Section III – Administration of ASC

3.1 Committee Make-up and Administration

The Committee shall consist of five (5) members who shall be appointed by the Board and who shall serve at the pleasure of the Board. At least one (1), but no more than two (2) members of the Committee shall be persons recommended by Declarant, and the other members shall be Members of the Association in good standing. The Board shall appoint a chairperson of the Committee. The Committee, with the prior consent of the Board, may appoint an "Administrator" who shall be responsible for the day to day management of the Committee, including performing any functions of the Committee that may be delegated to the Administrator, and the Administrator shall be compensated by the Association accordingly. The Committee is authorized to retain the services of consulting architects, landscape architects, engineers, inspectors, attorneys and/or any other professionals it deems appropriate in order to advise and assist it in performing its functions under this Article; provided that all expenses, other than those expenses included in the Committee's budget previously approved by the Board, must first be approved by the Board. The members of the Committee may be paid a stipend or honorarium as established from time to time by the Board. The Board may also establish a Board of Appeals ("Appeals Board") to hear appeals from the Committee's decisions. The Appeals Board will consist of three (3) members, who shall be appointed by the Board, and who shall: (i) be current Board members or

have previously served on the Board, or (ii) otherwise be deemed appropriate by the Board. [Master Declaration 2015]

3.2 Administrator

The ASC, with the annual approval of the BPPOA Board of Directors, shall appoint an Administrator who shall see to the day-to-day management of the ASC, including the following:

- a. Receiving and processing all applications to the ASC;
- b. Answering questions concerning the ASC and representing the ASC to the Property Owners and to the general public;
- c. Supervision of inspection efforts;
- d. Preparing routine correspondence for the ASC.

For these services the Administrator receives a stipend set by the Board of Directors.

Section IV – Architectural Standards Committee Meetings

4.1 Monthly Meeting

The ASC may conduct regular meetings monthly; all meetings will be held at a location approved by the ASC.

4.2 Special Meetings

The ASC may conduct special meetings, upon notification of date, time and place from the Chairman.

4.3 Decisions of the ASC

All decisions of the Architectural Standards Committee will be final unless appealed pursuant to the appeals procedures set forth in Section XII contained herein.

4.4 Decision Notification by ASC

Applicants will be notified, in writing, of all decisions of the ASC. Oral representation of any decision will not be valid and will not represent decisions of the Committee.

4.5 Copy of Plans Returned to Applicant by ASC

Applicants may have returned to them a copy of plans reviewed by the ASC with appropriate markings to amplify the comments or recommendations of the Committee.

A marking(s) on plans so received will not bind the ASC to any design indicated therein but are offered only as advisory comments.

4.6 Visual Aids

The applicant may reclaim special visual aids such as models, slides, etc.

Section V – Plan Submission Procedures

5.1 Number of Plans Submitted

One (1) hard copy of complete plans and one (1) digital copy must be submitted with a completed application form to be provided to the applicant by the ASC. Applicant may also submit one (1) hard copy and one (1) digital copy of the landscape plans at this time, but applicants are not required to submit landscape plans until the field review for the dry inspection. One approved copy of the plans is to be returned to the contractor (builder) with the written approval so noted on the plan.

5.1.1 Submission date Requirement

Building plans must be submitted at least 7 days prior to the scheduled ASC in order to allow the Committee enough time for the thorough review.

5.2 Plan Inclusions

Review Plans must include as minimum the following:

Drawings:

- a. Site Plan at 1" = 20' (minimum)
 1. North Arrow
 2. Property lines with dimensions and bearings
 3. Elevation of lot at each corner
 4. Dwelling to be indicated as floor plan with entry area, stairs, and decks delineated, and rooflines shown as dashed lines.
 5. First Floor Elevation (FFE) indicated
 6. Setback lines shown
 7. Drives and walks shown including materials and colors
 8. Service yard and screening
 9. Flood elevation at approximately the middle of the building pad. The FEMA base flood elevation may be obtained from the Official FEMA maps located at the Brunswick County Planning Office.
 10. Impervious Surface Coverage allowed and showing how much impervious areas being covered by the house foot print, patios, driveways, etc. including the driveway to its point of connection with the street.
 11. Pipe culvert size where required must be shown.
- b. Landscaping Plan @ 1" = 20' (minimum)
- c. Floor Plans: To scale ¼" = 1'. These should include for each floor:
 1. The exterior and interior wall
 2. The windows and doors
 3. The overhangs of roofs shown
 4. The overall dimensions of the plans
 5. The driveway location, stairways, trash and HVAC and service yard enclosures
 6. The heated and cooled square footage in the house

7. The gross square footage in the building
 8. If the house is 1½ story or more, the square footage on the ground floor including the garage.
- d. Elevations: Front, Rear, Right and Left side
1. Show how building relates to grade level
 2. Show screening type and location
 3. Show trim and corner details
 4. The material brand name and color shall be called out on the plan or contained on an attachment thereto
 5. Show typical wall from grade to ridge*
 6. Show typical decks and railings*
 7. Show typical screened porch*
 8. Show typical screening detail*

***NOTE: The detail of these items may be shown in drawings, by magazine cut or in writing, provided the method is sufficient in the opinion of the ASC to properly show these details.**

- e. Color Board and Exterior Materials Samples consistent with those called out on the plans shall be submitted as a part of the submission process. A high resolution digital color board is acceptable

5.3 Incomplete Submission

Any submission that does not include all plans, materials, application, and other items as required by this section will be rejected by the Administrator and will not be placed on the agenda until all requirements have been met.

5.4 Rejected Plans Resubmission

Rejected submissions may be resubmitted seven (7) days in advance of the next meeting.

Section VI – Site Standards

6.1 Impervious Coverage Square Footage

No variance which will serve to increase the impervious coverage exceeding NC State requirements as stipulated in the Master Declarations to an amount greater than that allowed for the particular lot will be granted by the ASC; therefore, the impervious surface square footage must be clearly stated on the site plan.

6.2 Impervious Surface Coverage Allowable

The impervious surface coverage allowable under the Supplemental Declaration that applies to the lot shall be controlling, notwithstanding any conflict with these standards and NC law.

Impervious surface credit is possible if the surface meets the complete criteria as described in the NCDENR BMP manual section on storm water management. Deriving impervious surface credit will require securing the services of a licensed engineer to design, supervise construction and certify the project. Written certification must be provided to the ASC administrator.

6.3 Flood Zone & Floor Elevation Requirements

Finished floor elevation shall be based on the Flood Zone in which the lot is located in both custom and theme homes.

6.3.1 Floor height in an X Flood Zone shall be a minimum of 6” above the adjacent grade. The home can be built on a monolithic slab.

If in an AE flood zone an additional 1 foot may be added. Check with builder and insurance agent for possible flood insurance premium reduction

6.3.2 Theme Home: If the monolithic slab is used, a 24” high skirt facing all street sides of the house shall be provided. The skirt material must be brick, stone, or other material approved by the ASC. Additional landscaping is also required around the exterior of the entrance walk, and shall be a minimum of 24” high at time of planting to screen the front entrance. Georgetown is exempt from this requirement. Smithfield is exempt from the side skirt.

Custom Home: If the monolithic slab is used, a continuous 24” high skirt on all sides of the house shall be provided. The skirt material must be brick, stone, or other material approved by the ASC. Additional landscaping is also required around the exterior of the entrance walk, and shall be a minimum of 24” high at time of planting to screen the front entrance

6.3.3 Floor height in an AE Zone shall be a minimum of 24” above the FEMA Flood Zone, or as required by Brunswick County Ordinance. The foundation may be either crawl or raised slab. Brunswick Plantation would recommend the raised slab design to prevent possibility of mold in the crawl space.

Theme Village	In all Flood Zones except X, the minimum height above the crown of the adjacent street shall be	In an X Flood Zone the minimum height above the crown of the adjacent street shall be
Georgetown	12”	12”
Charlestown Place	20”	18”
Charleston Place W	20”	18”
Smithfield	20”	18”
Savannah Greens	24”	18”
Savannah Greens N	24”	18”
Moultrie	24”	18”
Edenton	24”	18”
Beaufort	24”	18”

Hamptons	24"	18"
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6.3.4 Violation of 6.3.1 or 6.3.2

Survey must show FFE. If the FFE does not meet the requirements as outlined in Sections 6.3.1 or 6.3.2 a fine of \$500.00 per inch below the required minimum will be imposed and such violation must be corrected prior to final field review (Exhibit E) and approval.

6.4 Setbacks

All setbacks must be shown on the site plans.

6.4.1 Custom Lots

- a. Fixed Front Building Line: 35'0";
- b. Side yards: 10'0" minimum (Note: Service yards may extend to no more than 6' into the side yard setback;
- c. Rear yard: 30'0" minimum;
- d. Setback and building line are measured from the property line to the wall line.
Roof overhangs are allowed to encroach into the setback 2'0".
- e. As may be approved by the ASC in specific cases where strict adherence to these minimums would be burdensome.

6.4.2 Theme Villages

Building Set-Back Guidelines will be contained in the Building Criteria (Supplemental Documents for each Theme Area) for the specific community involved, or as may be approved in a specific case by the ASC.

6.5 Fences

Fences can be useful design elements to screen objectionable site elements, stand as a planting backdrop, provide privacy for outdoor spaces, reduce wind, provide sun "pockets," and identify and emphasize entries.

The fences should attempt to define and create spaces rather than be merely used as a property delineator. No fencing of any kind will be permitted in the front yard and/or on either side of the house. Patios, decks, porches, and open spaces which are attached to the house and located within the required setback lines may be enclosed with approved decorative fencing.

Fences may be a maximum of four (4) feet in height and made of wood, brick, vinyl, aluminum, or wrought iron and must harmonize in character and color with the house. Chain link fences are not permitted on any lot.

Fence placement on lot

Fences may not extend past the lot's building set back lines with the following considerations:

Homes located on the golf course: The rear setback is 30' from the property line unless there is a pond between the golf course and the property. In that case the ASC may give a variance of 15' from the top of the pond bank

Perimeter Homes: (i.e. along # 5 School Road, backing up to Crow Creek Golf Course ect). The rear setback variance will be considered on a case by case basis.

Hampton Homes adjacent to ponds: The ASC may grant a variance on the rear setback of up to 30' from the top of the pond bank

It is the responsibility of the property owner to verify and or re-stake property lines. Use actual steel pins, not wooden stakes. Report any discrepancies to the ASC before proceeding with installation.

All requests to install fencing that extends sideways beyond the home's rear foundation are required to plant shrubs in front of that portion to shield the fence from street view. The shrubs must be at least 3' high at the time of planting.

Requesting Approval for fences

The plans for any fence must go through the plan submission process with the ASC. The following must be submitted with a completed Modification Request form: Plot plan with the proposed location of the fence, gate(s) and shrubs if required. Picture of the type/style of fencing you plan to use and what color it will be.

6.6 Reflective Materials, Window Units & Clothes Drying Facilities

Foil or other reflective materials shall not be used on any windows for sunscreens, blinds, shades, or other purposes, nor shall any window-mounted heating or air conditioning units be permitted. Except within screened service yards, outside clothes lines or other outside facilities for drying or airing clothes are specifically prohibited and shall not be erected, placed, or maintained, nor shall any clothing, rugs, or other item be hung on any railing, fence, hedge, or wall.

6.7 Driveways & Parking

Driveways and Parking: Driveways, turnarounds, and excess parking areas must be surfaced with brick, concrete, or some other approved hard surfaced material. The driveway must provide a substantial apron at the road edge. Regardless of surface type, the drive must be at least 12 feet wide. Drives located along a property line may need to be screened (within the line) with appropriate shrub. Driveways should not be closer than 2 feet to the side of the property line. Excess parking (parking outside the garage) must be provided for two (2) vehicles.

6.8 Culvert Requirements:

- a. Minimum pipe size and invert elevation have been designed by the Developer's Engineer for each lot requiring a culvert connection to the street. Contact the ASC Administrator for the pipe size and elevation requirements for your lot.
- b. The culvert must be concrete with flared ends.

- c. Temporary culverts with volume equivalent to the permanent size required for the lot must be installed prior to start of construction.
- d. Head walls at driveways are not permitted.
- e. The culvert must be installed so that the driveway makes a smooth transition to the road and so that the culvert invert elevation is set to the invert elevation established for each lot on Brunswick Plantation's storm water drainage map.
- f. The culvert invert elevation must be certified by a registered land surveyor and attached to Exhibit G. Field Review Final, prior to receiving a certificate of occupancy.

6.9 Service Yards.

Garbage cans, mechanical equipment, aboveground LP gas tanks, and similar items must be visually screened from view from roads, the golf course, and adjacent properties. The visual barrier shall be a maximum of six (6) feet high and must be of material matching some portion of the exterior of the house. The landscaping plans shall consider the placement of the service yard. Service yards may be constructed using vertical vinyl panels if approved in advance.

6.10 Exterior Lighting.

Plant lighting and landscape lighting is encouraged in moderation. Path lighting must be no taller than 3' mounting height and use no more than 20-watt lamps on post, solar panel lighting, or low voltage lights. Landscape lights are not permitted in road right of ways or maintenance easements.

6.11 Post Lights

Post lights should be at a location ½ way from right of way to front setback located on setback line consistent with the existing Post Lighting and should be located within 5 feet of the driveway. Post lights **MUST** be purchased from Caw Caw Land Corporation and models as established by the Architectural Standards Committee and approved by the Board of Directors of the Association, and installed prior to a certificate of occupancy being issued. All light bulbs shall be **WHITE**.

6.12 Mailboxes

In order to assure uniformity in appearance, contractors and homeowners **MUST** purchase mailboxes from Caw Caw Land Corporation and models as established by the Architectural Standards Committee and approved by the Board of Directors of the Association and installed prior to a certificate of occupancy being issued. Every effort should be made to place these mailboxes on the same side of the driveway as the post light nearest to the property line.

6.13 Solar Heating and Future Technologies

Brunswick Plantation encourages our homeowners to utilize the latest technologies to supplement their energy and water requirements. Fortunately, progress in these areas is growing at a very rapid rate. The Architectural Standards Committee does not want to write a blanket rule to cover the use of future technologies that might limit the use of these very important new energy

saving inventions. Therefore, any new energy technologies that you wish to incorporate in the design of your new home will be reviewed individually. These items must fit into the overall design of the residence and not be “tacked on” to a design. Each one will be reviewed for their aesthetic fit into the design you have chosen, and for any negative effect to the overall design scheme of Brunswick Plantation.

6.14 Generators & Power Cells

Brunswick Plantation understands that homeowners may determine they want the protection of partial or whole house generators. Owners must make request to install permanent house generators of the ASC Committee using exhibit H. This request must include location and screening of generator and propane tank. Owner must also apply for and receive a permit from Brunswick County.

6.15 Pools

6.15.1 In ground swimming pools are permitted but must be approved by the Architectural Standards committee.

6.15.2 No free standing above ground pools are allowed.

6.15.3 Pool pumps, filters, and other cleaning equipment and supplies shall be kept in a service yard or built-in storage room to match house material.

6.15.4 Attached Pool screen or room enclosure shall be permitted.

6.15.5 All pools must be within the building setback and any easement.

6.16. Recreational Equipment

A. Recreational sports and play sets (which are defined as semi-permanent sports and play sets that are not easily moveable once installed) are allowed, subject to specific site approval. These include, but are not limited to, child swing sets, jungle gyms, and trampolines.

1. Play sets must be located in the rear yard and placed within the building setbacks.
2. Play sets must be constructed of wood or a composite material and be an earth tone color. Overall height of play sets must not exceed ten (10) feet.
3. Approved play sets must be visually screened using area fencing or landscape materials of minimum four (4) foot height at time of planting to soften the look from adjacent properties and the street.
4. It is recommended that trampolines have protective screening around the play surface to control access, and that this screening is secured when not in use to prevent anyone from using the trampoline without permission. Approved trampolines **MUST** be visually screened using fencing or landscape materials of a minimum four (4) foot height at time of planting to soften the look from adjacent properties and the street.
5. Slides, tent tops and other substantive structures on approved sets must be green or a darker earth-tone color.

6. Basketball goals must be of the mobile type and must be stored with minimum visibility to rights-of-way and adjacent properties and must be at least 25 ft. from the inside edge of the sidewalk when not in use.
- B. Recreational equipment is prohibited on golf course lots except ASC approved PORTABLE and TEMPORARY play equipment, including basketball goals which are allowed, so long as they are stored COMPLETELY OUT OF SIGHT when not in use. Portable and temporary play equipment will be considered on a case-by-case basis.
- 6.17 Sheds and Dog Houses
Detached Sheds and Dog Houses are not allowed in the community.

Section VII Landscaping

- 7.1 Prior to Start of any landscaping activity:
1. Complete landscape plans (**1 copy**), plus a PDF file, must be submitted to the ASC Administrator, and approved by the Brunswick Plantation Landscape Consultant, who will sign off on the plans.
 2. Landscaper must be present for an on-site review of the plans with the Brunswick Plantation Landscape Consultant, if so requested. Occupancy permits will not be granted until the Brunswick Plantation Landscape Consultant has inspected the completed landscaping and confirmed that it meets all requirements. Should occupancy be required prior to completion of landscaping, a bond in the amount of \$5,000 shall be posted and held by Brunswick Plantation POA until the landscaping is completed and approved.
 3. A lot drainage plan is to be made part of the landscape plan and adjacent lots must be made part of its drainage plan.

7.2 General Landscaping for Custom & Theme

A successful landscape plan is composed of a number of elements that, with quality, design, and execution contribute to a unified marriage of the natural environment and man-made elements introduced to the site. These introduced elements will be reviewed by the Committee for effectiveness in solving some of the issues outlined below.

Perhaps the most important aspect of a successful landscape plan is the planting budget which is money well spent to increase the value and appeal of your new home. Landscape improvement should total 3 – 5% of total home costs.

Your landscape plan should be practical as well as attractive. On a wooded site, protecting and planting trees decreases temperature impacts of seasonal extreme while at the same time providing privacy and beauty. The planting shall break up the foundation of the building, buffer driveways and parking areas adjacent to

property lines, and provide cover for areas disturbed during construction. Plants for screening should be appropriate and of sufficient size and spacing to ensure an adequate buffer within a year or two.

The natural landscaping approach should concentrate your planting efforts adjacent to the house, especially near the entry. The more ornamental plants, if used correctly, will provide a transition from the natural character of the site to the man-made structure of the home. The ground cover should begin this transition and progress to larger shrubs closer to the house. For maximum appeal, try to mix textures and color, but do keep the plan simple. A better effect can be achieved from using quantities of a few species rather than a few plants of many species. Straight line planting is discouraged—planting should achieve a staggered grouped effect as if grown naturally.

- a. Plans shall be drawn at the scale of 1" = 10' using the approved site development plan as the base.
- b. Plan shall show locations of lot boundaries, easements, and all planned construction, including porches, patios, driveways, walkways, outside utility structures (AC, etc.), fences.
- c. Plan shall show location and description of existing trees and shrubs on property.
- d. Plan shall illustrate the location and configuration of all proposed landscaping improvements with plantings identified by common name. A plant list is required specifying the quantities, common and botanical name, size and root of all proposed plant materials. Trees and shrubs shall be categorized separately. Trees shall be sized by height and caliper at planting, and shrubs shall be sized by height and spread at planting.
- e. Plan shall show proposed location of irrigation pipes and sprinkler heads. No irrigation system component, including sprinkler heads, pipes, control wires, and valves, shall be placed in the roadway utility easement area which extends approximately 10 feet from the roads edge to the front property line. The POA, roadwork companies, and utilities are not responsible for damage to irrigation system components-installed in this area. On all golf course lots, sprinkler heads should be-placed a minimum of three (3) feet from the property line on the golf course sides.
- f. The proposed grading and drainage for the home site shall be included in all landscape submittals and shall show all existing and proposed contours with arrows indicating the direction of water flow. Water shall not be directed to any adjacent properties. Any problem that may arise from improper drainage shall require immediate attention to correct any issues. In some instances the services of a qualified professional may be required to prepare the grading and drainage proposal and provide clarification upon completion.

- g. Plan shall show any installation of pipes connected to downspouts and indicate the location of the outlet of such piping along with erosion prevention measures. Gutter downspout piping is advisable on most building lots and should be installed prior to or in coordination with installation of irrigation system. Modification of existing curbing is not permitted to accommodate gutter down spout pipe outlets. Pop-up drains are acceptable at the end of extension pipes. Maintenance of such pop-ups is the responsibility of the homeowner. Pop-up drains cannot be located in the easement right of way.
- h. On lots without street curb and gutter, plan must show contouring of swale sides and elevations of swale bottom to show storm water drainage direction. When landscaping is complete, a licensed surveyor shall certify swale bottom elevations, including elevations of adjoining property swale, as well as culvert invert elevations. If surveying is provided in stages, the same surveyor must do all the work

Swales must be designed and constructed in a manner that enables flow of storm water and does not impede or block flowage from adjacent properties or from the roadway. Level of sod must be lower than the roadway pavement. No landscaping plants are allowed within the swale. Swale sides shall be contoured to provide a minimum of two (2) feet width per one foot (1) of fall. Swales sides must be constructed of suitable, compactable soil. Fine sandy soil, sugar sand, and construction sand is not acceptable. Loam Sand is acceptable. Erosion control fabric is required on swale sides (from the bottom to four (4) feet). Sod strips shall be laid horizontally on swale sides. The bottom of the swale shall be sodded; no piping or other materials intended to enhance water flow are permitted.

- i. Any landscaping other than sod, is not permitted within 3 feet of the roadway edge.
- j. The roadside utility easement area extends approximately 10 feet from the roads edge to the front property line. The utility companies have lain electric, cable, water and sewer piping in this easement area. At any time the utility companies can, without notice, excavate in this utility easement area. Therefore, no items of any kind can be placed in this easement area, with the exception of driveway apron w/drain pipe under apron, mailbox and sod. Requested landscape plantings, placement of bedding edging, yard decorations, reflectors, lighting etc. in this utility easement area will not be approved by the ASC. **If plantings and other items are placed in this area they are done so at your own risk of being removed and discarded by the local utility companies or Brunswick Plantation POA Inc., without compensation.**

7.3 Minimum Planting Requirements:

- a. Trees – Custom Lots

With the exception of treed lots 7 trees are required per custom lot. At least three of the trees shall be medium to large growing species at a minimum height of 10'-12' and 2 1/2" caliper at planting. The remaining 4 trees can be smaller growing species or ornamental trees at a minimum height of 7'-8' and 1 1/2" caliper at planting

Trees – Theme Village Lots

With the exception of treed lots 4 trees are required per Theme Village lot. At least 2 of the trees shall be medium to large growing species at a minimum height of 10'-12' and 2 1/2" caliper at planting. The remaining two trees can be smaller growing species or ornamental trees at a minimum height of 7'-8' and 1 1/2 caliper at planting.

- b. The entire home site shall be addressed with a landscape treatment that compliments the home appropriately. The foundation plantings shall encompass the entire home and consists of plants spaced no further than 4' – 5' apart depending on their eventual size. Foundation plantings shall consist of shrubs a minimum of 14" height and incorporate plantings of 30" in height at an appropriate and balanced ratio. Plantings 5' – 6' in height shall be provided on key corners to frame the home and accent the landscape. Plant beds with appropriate peripheral areas are required to balance the landscape of the site with the foundation plantings, and should include plantings that complement the design theme. Plantings in the right of way are not allowed, and should be limited to shrubs that encroach in order to screen utilities and any annuals and perennials around the mailbox.
- c. Lawn cultivar shall be indicated on the plant list. Lawn areas are required to be sodded with centipede or a zoysia species with similar texture or Bermuda or St. Augustine. Lawn areas shall be sized to be both functional and balanced with planting design. Sodding must extend to the edge of pavement and to the rear property line and seed to bottom of bank on all ponds.
- d. Screening is required for all service areas, utilities, and back flow preventers, and is required to be a minimum of 30" in height at installation.
- e. Requests for existing tree removal will be evaluated on a case by case basis, and include an on-site inspection.
- f. All materials associated with the installation of the landscape shall meet the highest standards of the industry.

NOTE: If size and configuration of Theme Village Lot cannot accommodate these requirements, consult with the Brunswick Plantation Landscape Consultant through the ASC Administrator.

7.4 Quality Control for Landscaping

74.1 Grading:

- a. No negative grading, all grades to deliver water away from foundation of house.
- b. Grading will have no impact of adjacent properties.
- c. Berms cannot have an impact on drainage – any berm requires approval by the Brunswick Plantation Landscape Consultant prior to beginning construction. The Brunswick Plantation Landscape Consultant will also need to inspect the berm after completion for compliance purpose.
- d. Grade level must abut the foundation at a point 8” or greater below the siding.

7.4.2 Plantings:

- a. The center of plant shall be a minimum of 3 feet from the house.
- b. The root ball should always be slightly above the plant bed to allow for settling
- c. Placement of plants should reflect the design intent of the approved landscaping plan.
- d. Variations from the approved plan must be approved by the ASC and the Landscape Consultant.

7.4.3 Sod:

- a. All sections of sod should be laid properly, abutting to all adjacent sections, and no more than a **one-half** inch gap will be acceptable.

7.5 **Care of Specimen Trees**

- a. All specimen trees, as designated by the ASC Administrator, will be protected from damage during construction.
- b. Batter boards will be erected and maintained around each tree so designated by the ASC.
- c. Excavations and installation of underground utilities will be performed in such a manner as to avoid damaging the root system of specimen trees.
- d. If, in the judgment of the Architectural Standards Committee, a specimen tree is damaged or destroyed due to carelessness or avoidable activities on the part of the owner or contractor, the ASC may require the replacement of the tree with a new specimen tree (or another tree or shrub as the ASC may determine).

7.6 Adjoining Properties During Construction

Side and rear property lines shall be staked and marked by a registered land surveyor, and maintained for the duration of the construction project. All materials must be kept and stored within the confines of each individual lot. All vehicles, both delivery and workers’, must operate within the confines of the lot and shall not cross any of the adjacent properties. The swale in front of each property is owned by the Property Owners Association and is not considered part of the owner’s property. One culvert shall be installed at the driveway entrance of each property and this alone shall be the only entrance to the property. No vehicles will be permitted to use the swales for either ingress or egress to said lot. Both the owner and the contractor shall be considered the responsible parties and will be billed for any damages that may occur through violations of this section.

This will include, but is not limited to, replacement of damaged trees, removal of construction materials, and restoration of all disturbed or damaged areas. Silt fence must be installed in six-inch trench along the property line.

7.7 Soil and Sedimentation Erosion Control

Silt fences must be installed as a part of the construction process along all lot lines. In addition, silt fences must be installed along any drainage ditch or swale, and a silt fence must be placed at the mouth of the driveway culvert that connects the lot to the street. Stone, crushed rock, 1-inch minimum diameter, or some other ASC-approved material must be placed on the driveway connection to the street in order to prevent traffic from spreading silt onto the street.

7.8 Yard Decorations

Yard Decorations: Exterior decorative items, including but not limited to banners, lawn art and statuary, bird baths, houses and feeders, trellises and arbors, house number plates and ornaments, wind chimes and catchers, flower pots, spheres, outside furniture, fountains and other similar items may be displayed in moderation and in harmony with the surrounding natural setting, the other elements of the landscaping plan, and the standards generally prevailing throughout the Community. Excessive or unharmonious displays are subject to ASC review and directives for modification as to size, quantity, location, and color, as the ASC shall deem appropriate in its sole discretion. Property owners planning extensive or unusual use of exterior decorations are advised to seek ASC review prior to purchase and installation.

7.9 Rain Barrels

7.9.1 Permission Requirements

Exposed rain barrels/cisterns shall be considered on a case-by-case basis. The following standards shall be used to assist homeowners who want to use this system of water collection. However, prior to installing rain barrels/cisterns, permission must be granted by the ASC. The standard procedure for any changes by homeowners must be followed. These are:

1. A drawing showing the location of the rain barrels/cisterns must accompany a written request by the homeowner.
2. Pictures of the rain barrels/cisterns to be installed
3. Pictures of the location of the rain barrels/cisterns
4. Drawings/Pictures of the screening to be used to enclose rain barrels/cisterns
5. Any other pertinent information that will assist the ASC in making a positive decision.

7.9.2 Criteria for Rain Barrels/Cisterns

1. No rain barrels shall be permitted on the front of the house.
2. Collection devices should be cylindrical, barrel-shaped, or shaped to compliment the location.

3. Containers should be no taller than 60 inches, with a capacity of no more than 70 gallons.
4. The color of the rain barrel shall be approved by the ASC.
5. The containers must be screened from view from the road, cart paths, and neighbors, either with shrubs or acceptable enclosures.
6. The containers must have a contoured top to permit water runoff with a hole just big enough to allow the downspout to enter tightly.
7. The top of the barrel must be covered with a mesh screen to prevent mosquitoes from entering and laying eggs and to prevent debris from getting into the water.
8. A faucet must be installed at the bottom of the barrel to drain the water and/or allow the use of hoses or drip lines in garden areas.
9. The use of architectural blocks/finished bricks to increase the height is acceptable. (Maximum height 24")
10. The maximum number of rain barrels per household shall be limited to two (2).

7.9.3 Suggested Care and Maintenance Guidelines for the Homeowner

1. Water in containers must be partially drained on a regular basis – at least once every ten (10) days.
2. Regular inspections by the homeowner under the tops to detect any algae/mosquito problems.

There are also other systems available besides rain barrels/cisterns for rainwater collection. This information is available upon request from the Architectural Standards Committee.

Section VIII Building Design Standards: Custom Homes

- 8.1 Theme Village Models (Phase II Lot Homes) Prohibited in Custom Areas
No Theme Village model nor any modification or alteration thereof will be permitted or allowed to be constructed in any custom home area (any Phase I lot).
- 8.2 Limitation on the Use of Pre-Approved Custom Home Plans in Phase I
 - 8.2.1 Compliance of Construction Guidelines
Use of a pre-approved custom house plan shall not relieve the lot owner or his representative from full compliance with these construction guidelines in all particulars.
 - 8.2.2 Preapproved Plan Restrictions
In order to protect the aesthetic integrity of the community, use of a pre-approved custom home plan shall be subject to the following restrictions:

- a. An exterior elevation of a pre-approved plan shall not be placed on a lot facing the same street within 5 lots of a home with the same exterior elevation. In this regard, changing the exterior colors or materials of the new shall not lift this restriction.
- b. The ASC may, in its sole discretion, deny use of a particular pre-approved plan on any lot if, in the Committee's judgment, this home on this particular lot will be sufficiently visible in relation to the same model on another lot so as to violate the spirit of this restriction on the use of pre-approved homes.

8.3 Building Design Standards for Custom Homes

8.3.1 Square Footage Minimums

The home must have a minimum of 2,000 square feet of heated and cooled living space. Certain areas may require more than this minimum and therefore, the minimum in those areas will be as required in the Supplemental Declaration as applies to the particular lot.

If the house contains 1 ½ stories, the first floor must contain at least 1,700 square feet above the grade. If the house contains two or more stories, the first floor must contain at least 1,500 square feet above the grade.

8.3.2 Roofs

Main House minimum pitch: 8"/12"

Porch and Accent Roofs minimum pitch: 4"/12"

Variations to the roof pitch minimums may be considered for special designs on a case-by-case basis in the sole discretion of the ASC.

8.3.3 Dormers

Dormers are required on one story and 1 ½ story homes. Roof pitch minimum: 8"/12"

Shed roof exception: 4"/12"

Variations to dormers may be considered for special designs on a case-by-case basis in the sole discretion of the ASC.

8.3.4 Shingles

Shingles are to be of architectural grade (240 lb.) minimum; the roof may also be metal or tile as approved by the ASC in its discretion on a case-by-case basis.

8.3.5 Garage

Minimum interior floor dimension of 22' x 22' equipped with garage door(s) arranged so that the garage door(s) can completely close.

8.3.6 Garage Door

Architectural trim and entry design must be reflected in the garage.

8.3.7 Entrance
Entrances must be emphasized and clearly stand out on the front elevation. Porches that are covered with accent roofs are encouraged. All design must use either decorative columns or pilasters. Entry doors must be emphasized with Architectural detail trim, glass sidelights, or transoms.

8.3.8 Windows
Trim of entry door must be reflected in window trim. Muntin window dividers are required on front elevation, and are encouraged throughout design.

8.3.9 Siding
The foundation shall be either brick, stucco, or stone.
Fascia and soffits may be aluminum, vinyl, wood, or fiber cement board.

Vinyl siding may be allowed on the sides and rear in a single board design as manufactured by Alcoa (Meadowbrook or Silhouette), beaded exterior vinyl siding, or substantially similar patterns from competitive manufacturers. Any other vinyl siding must be approved by the ASC.

No vinyl siding may be used on the front elevation except on the (1) dormers; (2) fascia; (3) trim; (4) gables; (5) vinyl shakes may be used on the front elevation. Note: If vinyl shakes are on the front elevation, they must be used on all other places that vinyl is used on the building. All elevations that face a street may be treated as a front elevation if deemed necessary by the ASC. If this is the case, the exterior finish for both elevations must match.

Side elevations must be broken up by windows, offsets in the wall line, and/or by using other materials and textures. Special attention to detail is required when the side of the yard faces a street.

If the front elevation is different from the materials used on the sides, then the front siding material shall wrap around the corner of the building for a minimum of 24”.

Section IX Theme Village: Building Design Standards

9.1 Selected Models and Plan Submission
Since the Developer will have selected the Contractors for particular models to constitute the Theme Village, the ASC will accept from the Contractor one plan for each of the house models, which it intends to constitute the Theme Village. The receipt of the plans for the various theme models in a particular village will be identified and accepted by the ASC and these plans shall be retained on file by the ASC.

- 9.2 Full Site Plans with Section VI and VII Provisions
As a part of the plan presentation process for a particular Theme Village, the Approved Contractor shall present, as a part of the plans for filing by the ASC, full site plans that shall show a typical layout that complies with the relevant provisions of Sections VI and VII of these Standards.
- 9.3 Construction & Alterations – Plan Submission Process
All construction or alterations on any lot shall be subject to the plan submission process as outlined in Section V. In this connection, the ASC shall consider the characteristics of the Theme Village and shall not approve any planned construction or alteration, which does not, in their opinion, conform to the theme of the Village involved.

Section X Fees and Bonds that must accompany all plans submitted to the ASC

- 10.1 Architectural Standards Review and Administrative Fees
An Architectural Standards review fee in the amount of \$325.00, an Architectural Standards Administrative fee in the amount of \$345.00, and on-site field inspection fee of \$100.00 and a \$425.00 landscaping/drainage plan review fee, for a professional surveyor, to be designated by the ASC for a total of \$1,195.00 must accompany the plans when submitted to the ASC.
The builder will be responsible for paying all service fees billed by the BPPOA.
- 10.2 Before footing inspection of wall layout by ASC
Before footings are placed in the ground the Architect retained by the ASC shall make the required on-site inspection of the exterior wall layout.
- 10.3 Road Maintenance and Impact Fee
A road maintenance impact fee in the amount of \$1,000.00 must also accompany the plan submittal to the ASC.
- 10.4 Landscaping Plans or Fee Submission
If the initial building plan submission is not accompanied by a landscape plan, then the submission must include a check to the ASC in the amount of \$500.00, which will be deposited and held as a bond by the ASC Administrator until the landscape plan has been submitted and approved by the ASC committee or its designated representative. Should the landscape plan not be received by the dry-in field inspection, the ASC Administrator shall have a landscape plan prepared for your yard by the Developer's Landscape department and submit it to your builder as the approved landscape plan for your home. The ASC will then retain the \$500.00 for this service.
- 10.5 Construction Compliance Bond & Rates for Noncompliance
- a. A compliance bond in the amount of \$5,000. in the form of a check from the builder must be deposited with the ASC prior to commencement of construction on the building project. This compliance bond is for the purpose of ensuring compliance by the Contractor with these rules, the Master

Declaration, and any other specific requirements imposed by the ASC under these documents or as contained in the Contractor Department Agreement. The owner and/or builder will be notified by the ASC Contract Administrator of any infractions and any fine assessed by the ASC in writing and given appropriate time to correct the infraction. Infractions that are not corrected within the allowed time will result in a fine, as the ASC deems appropriate and will be deducted from the compliance bond before a refund of the bond and the issuance of its final approval certificate.

- b. If the home is completed and ready for occupancy prior to the landscape work being completed according to the approved landscape plan, the ASC may require a landscape performance deposit bond in the amount of \$5,000. Should the homeowner fail to complete the landscape work within forty- five (45) days after the certificate of occupancy is issued, the ASC may (but is not required) proceed to have the landscaping done on the lot (up to \$5,000. on deposit) and pay for it out of the landscape performance bond deposit.

10.6 Sewer Tap Fee

The sewer tap-on fees charged by the Brunswick County Utility Department vary from lot to lot. Caw Caw Land Corporation has prepaid the tap-on fees for certain lots. Caw Caw must be reimbursed for these prepaid fees before Brunswick County will issue a building permit. Identification of these lots and reimbursement to Caw Caw is to be handled through the Caw Caw Accounting Department. Once the required reimbursement has been made, the Accounting Department will issue to the owner or his builder a certificate to be presented to Brunswick County as part of obtaining the building permit.

Section XI Field Review/Notify ASC Administrator for Review

11.1 Pre-Clearing Inspection

- a. Stake lot corners and string property lines.
- b. Stake house foundation and string each line.
- c. Mark trees to be removed with surveyors tape.

11.2 Foundation Inspection

- a. A Registered Surveyor shall stake the corners of the lot
- b. The property line shall be identified with strings after the Surveyor has staked the corners.
- c. The builder shall string the foundation line to the height of the finished floor prior to commencement of construction of the foundation and notify the ASC Administrator. The use of fill dirt to elevate a home must be conveyed to the ASC Administrator, prior to the start of construction.
- d. A Registered Land Surveyor shall provide a foundation survey and issue a certificate once the foundation is in place. A copy of the survey certificate shall be given to the ASC Administrator.

11.3 Dry In

In order for the ASC Administrator to be able to visually check the elevation for comparison to the approved plans, you must notify him/her when the walls are framed, roof is in place, and windows and exterior doors hung. Note: The landscape plan must be submitted to the ASC by the time this review is conducted.

- 11.4 Final
Notify the ASC Administrator when residence is complete, including landscaping (or the ASC has received the \$5,000.00 deposit referred to in Paragraph 10.5.b) and the surveyor's certification that the culvert elevation is correct as required by Paragraph 6.8f.
- 11.5 County Building Permit
These reviews and approvals are in addition to those required by the County Building Department.
- 11.6 ASC Inspection – Benefit of ASC only
ASC inspections and approvals are solely for the benefit of the ASC and the owner may not rely on them for any purpose.

Section XII Variances

- 12.1 Purpose
The ASC may grant variances from these standards to alleviate hardships in any particular case, to adjust for physical conditions where strict compliance would not be practical and to accommodate any particular special design that the ASC feels is compatible with the surrounding area, but not in strict compliance with these standards.
- 12.2 Variance(s) Submitted in Writing & Content
All variance requests must be in writing and shall:
 - a. Contain a complete description of the variance requested; and
 - b. the reason for the variance request. The request should be submitted with the project submission.

Section XIII Exterior Renovation Modifications to Existing Home/Property

- 13.1 General Requirements
Residents planning to make exterior modifications to their home/property should carefully review the “Brunswick Plantation Architectural Plan and Residential Design and Construction Standards” document and the “Consolidated Master Declaration and Development Plan for Brunswick Plantation. Both of these documents can be found on the BPPOA website at WWW.bppoa.com.

The ASC Committee must approve exterior modifications shown in Section 13.3, 13.4 and 13.5 below before any work begins.

13.1.1 Any homeowner who has not corrected any recorded violations will **NOT** be approved for any additional project requests until all violations have been corrected and approved.

13.2 Required Forms for Approval

Residents must complete an “Architectural Modification Request Form (Exhibit H) and send it to the ASC Administrator for submission to the ASC committee for review, consideration and approval. The form can be found on the BPPOA website or can be picked up at the Facilitator’s Office.

13.3 Improvement Review

The Covenants require that “No subsequent alteration or modification of any existing improvements nor construction, erection, or installation of additional improvements may be undertaken on any of the properties without prior review and express written approval of the ASC.” A request for review of the proposed improvements by the Committee must contain:

- a. A complete set of Site Plans of proposed location of improvement to scale
- b. Letter of intent with description and purpose of improvements
- c. Material and color sample (preferably to match or blend with existing materials)
- d. Floor plans and elevation as outlined in Section 5.2. (c) and (d)
- e. Existing impervious coverage and proposed impervious coverage

13.4 Structural Renovation Modifications

Structural renovation modifications will require a fee of \$217 made payable to the BPPOA. The request Form and check can be mailed to the Brunswick House (382 Brunswick Drive Calabash, NC 28467) or dropped off at the Facilitator’s Office and marked to the Attention of the ASC Administrator.

Structural renovation modifications include, but not limited to the following:

- a. Addition of a room
- b. Addition of a garage
- c. Addition of a hot tub/spa/swim spa
- d. Addition of a swimming pool
- e. Any other modification that adds to the footprint of the home or modifies the roofline

All renovation modification requests must show the total impervious surface on the resident’s property before and after the modification and all setbacks allowed. Refer to this document for the total impervious surface and setbacks allowed on a resident’s property. Residents are encouraged to contact the ASC Administrator regarding impervious/pervious surface allowances before initiating any renovation modification.

Note: A violation related to impervious space issues could adversely impact the future sale of a resident’s home.

13.4.1 Road Impact Fees

A road maintenance impact fee in the amount of \$500.00 must be paid for all structural renovation/ modifications as defined in Section 13.4. Such fee must accompany the plan submittal to the ASC.

13.5 Non-Structural Modifications

Non-structural renovations modifications do not require a fee, but must be requested by submitting an “Architectural Modification Request Form” (Exhibit H) The request form can be mailed to the Brunswick House (382 Brunswick Drive Calabash, NC 28467) or dropped off at the Facilitator’s Office and marked to the Attention of the ASC Administrator.

Non-structural renovation modifications include, but not limited to the following:

- Fences
- CHANGE in exterior color (doors, shutters, siding, foundation brick, etc)
- CHANGE in driveway color
- CHANGE in type of Front door
- Replacement windows (ex: Vinyl to glass)
- Deck covers, sunscreens, patio covers, awning
- Landscaping bricks, curbing, tree removal (per Master Declaration), new or relocation of flower beds
- Expansion of service yard/fencing around air conditioning unit
- Decks and patios *
- Flagpoles
- Rain barrels
- Pergola

Note: Requests for Complex renovation modifications related to patios or decks could be subject to a fee.

13.6 Post Light Replacement

Post lights should be replaced at the same location as the original post light or at a location ½ way from right of way to front setback located on setback line consistent with the existing Post Lighting and shall be located within 5 feet of the driveway. Replacement post lights **must** be purchased from Caw Caw Land Corporation and models as established by the Architectural Standards Committee and approved by the Board of Directors of the Association. Responsibility for installation shall be with the homeowner or the damaging party.

13.7 Mailbox Replacement

In order to assure uniformity in appearance, homeowners **must** purchase, mailboxes from Caw Caw Land Corporation and models as established by the Architectural Standards Committee and approved by the Board of Directors of the Association. Every effort should be made to place these mailboxes on the same side of the driveway as the post light nearest to the property line. Responsibility for installation shall be with the homeowner or the damaging party.

13.8 Maintenance/Replacement Modifications **Not** Requiring ASC Approval

Maintenance/replacement modifications that do not need ASC approval include but are not limited to the following:

Repainting of shutters using the same color

Replacing a bush or shrub that was originally approved on the property

Repainting faded mailbox & lamp posts (BLACK is the exclusive color for all mailboxes and lamp posts)

Repainting or staining decks using the same color

- 13.9 Removal of Existing Trees, Shrubs or other Vegetation from Property
Unless located within ten (10) feet of a building or parking area, no tree, shrub, bush or other vegetation having a trunk diameter of six (6) inches or more at a point of four (4) feet above ground level shall be cut down, removed or mutilated without approval of the Committee, provided that this does not apply to dead or diseased trees or shrubs. If any such tree, bush or shrub is removed without approval of the Committee, the Owner shall replace it with a tree, bush or shrub of comparable species or size. In the event the Owner fails, within ninety (90) days, to satisfactorily replace the tree, bush or shrub removed, the Owner shall pay the Association a damage fee/fine (as set by the Committee) upon demand which is consistent with State Statute per lost or removed tree, bush or shrub. The Association, through its agents and employees, shall have the right, but not the obligation, to enter the Property for the purpose of replacing the tree, bush or shrub. The damage fee provided for herein shall become a lien on the property of the Owner.

- 13.10 Requests for Approval – After the Fact

The ASC Administrator and the ASC committee will review requests for renovation modifications received after a modification has already been completed. If it is determined that the modification is in violation of this document, the resident will be notified in writing that the violation must be corrected. If the corrective action is not taken, the ASC will refer the matter to the BPPOA Board of Directors for further review/action in accordance with the provisions cited in the “Consolidated Master Declaration and Development Plan for Brunswick Plantation” and the “NC Common Interest Reality Association Law”.

If the modification is not in violation of the ASC standards, the “Architectural Modification Request Form” (Exhibit H) must be submitted to the ASC Administrator for a written after the fact approval.

- 13.11 Questions Related to Exterior Renovation Modifications

All questions related to exterior renovation modifications to an existing residence should be referred to the ASC Administrator.

- 13.12 Inspection of Completed Renovation

The ASC Administrator will inspect all completed renovations and submit Exhibit I to the ASC for final signature by the Chairperson and inclusion in the permanent record related to the renovation. This inspection is to ensure compliance with the original Architectural Modification Request Form (Exhibit H) only and not any

quality of work or legal compliance issues. A copy of the final signed Exhibit I (Inspection) should be sent to the applicant / home owner.

Section XIV Appeals of Architectural Standards Committee Decisions

- 14.1 Revision of Plans
An applicant receiving a negative decision from the ASC is advised to revise the plans in accordance with recommendations and resubmit them to the Committee for review.
- 14.2 Right to a Hearing – Initial Process
If the applicant is unable to comply with the requirements of the ASC, he may request a hearing before the Board of Appeals. The request must be made in writing, sent to the Administrator, and directed to the Board of Appeals.
 - 14.2.1 Board of Appeals Meeting Time
The Administrator shall convene a meeting of the Board of Appeals within thirty (30) days of receipt of request.
- 14.3 Board of Appeals - Membership
The Board of Appeals will consist of 3 members to be appointed by the POA Board, as needed, and will be selected from a pool of residents who have previously served on the POA Board, current Board members, or were prior Council Members.
 - 14.3.1 Professional Consultant
The Board of Appeals may request consultation with other professionals, as it deems necessary.
- 14.4 Board of Appeals Review of Plans
The Board of Appeals will conduct a review of the most recently disapproved plans of the applicant.
- 14.5 Applicant Input
The applicant will be given an opportunity to speak before the Board of Appeals using whatever visual aids or consultants he feels appropriate.
- 14.6 Board of Appeals - Quorum
All Board of Appeals members must be present for a quorum.
- 14.7 Board Decision and Notification
The majority vote of the Board of Appeals will render a decision. A written letter will be mailed to the applicant within 5 days of a decision being rendered.
- 14.8 Finality of Decision
All decisions of the Board of Appeals will be final.

Section XV Contractor Department

15.1 Contractor Compliance and Department

The Contractor, in carrying out the construction project, shall comply with the Declaration of Covenants, Conditions, and Restrictions that apply to the lot on which construction is occurring. In addition, he/she shall ensure that subcontractors, material delivery people, and their agents and employees, comply with these requirements together with the rules and regulations contained in these standards.

IN ADDITION, THE CONTRACTOR SHALL EXECUTE AND DELIVER TO THE ASC ADMINISTRATOR, THE CONTRACTOR MASTER DEPARTMENT AGREEMENT ATTACHED TO THESE STANDARDS AS EXHIBIT B ALONG WITH THE APPROPRIATE FEES AND BONDS, PRIOR TO COMMENCEMENT OF CONSTRUCTION.

Section XVI Amendments

16.1 Amendment of Rules and Regulations

The foregoing rules and regulations may be amended at any time by majority vote of the Architectural Standards Committee, and approved by the POA Board.

16.2 Prior Notice to Amend Not Required

No prior notices or announcements will be required to amend these rules and regulations.

16.3 Preliminary & Final Plans Subject to Rules & Regulations at Time of Approval

Any preliminary or final plan, marked received, shall be subject to the rules and regulations applicable at that time

Section XVII – Severability

This document shall not be rendered invalid or unenforceable should any of the provisions of this document or the application or effect thereof be invalid or unenforceable for any reason and to any extent. Those provisions that are not valid or enforceable shall remain in full force.

Section XVIII – Priority of Documents

The Master Declaration is superior to the Supplemental Declaration. The Supplemental Declaration is superior to these design standards. Should conflict arise between these standards, the Supplemental Declaration, or the Master

Declaration, they shall be interpreted accordingly. *In the event of a conflict, the Declaration's provisions will prevail.*

These Design and Construction Standards are approved and adopted by the Brunswick Plantation Property Owners Association Board of Directors and accepted by the ASC on this the ____ day of _____.

BRUNSWICK PLANTATION ARCHITECTURAL
STANDARDS COMMITTEE

ASC Chairperson

ASC Administrator

Brunswick Plantation POA President

Section XIX

**BUILDING CRITERIA FOR THE VARIOUS AREAS OF
BRUNSWICK PLANTATION REFERRED TO IN
THE MASTER DECLARATION AND
ARCHITECTURAL STANDARDS**

Building Set-Back Requirements**

<u>Name or Identification of Area</u>	<u>Golf Course Lots</u>			<u>Non-Golf Course Lots</u>		
	<u>Front</u>	<u>Back</u>	<u>Side</u>	<u>Front</u>	<u>Back</u>	<u>Side</u>
Custom Areas	35'	30'	10'	35'	20'	10'
Georgetown	20'	30'	5'	20'	10'	5'
Charleston Place	30'	30'	5'	30'	10'	5'
Charleston Place West	30'	30'	5'	30'	10'	5'
Savannah Greens	30'	30'	5'	30'	10'	5'
Savannah Greens North	30'	30'	5'	30'	10'	5'
Beaufort	15'	30'	5'			
Moultrie	30'	30'	5'	30'	10'	5'
Smithfield	20'	30'	5'	20'	10'	5'
Edenton	30'	30'	5'	30'	10'	5'

	<u>Lake Lots</u>			<u>Non-Lake Lots</u>		
The Hamptons Theme	35'	30'	5'	35'	25'	5'
The Hamptons Custom	35'	30'	10'	35'	25'	10'

**Note:

Setbacks apply to any part of the permanent building structure except service yard enclosures and pool decks.

The ASC may grant variances from these setback requirements in any case in its discretion.

Impervious Coverage Limitation

<u>Name of Area</u>	<u>Impervious Coverage Limit</u>
a. <u>Custom Areas</u>	
Phase I, Lots 1 – 209	9,000 sq. ft.
Phase I, Lots 210 – 416	7,000 sq. ft.
Phase I, Lots 418 – 440	7,000 sq. ft.
Phase II, Lots 301 – 312	7,000 sq. ft.
(Rosewood Lots converted to Custom Home)	
The Hamptons, Lots 441 – 569	7,500 sq. ft.
b. <u>Theme Villages</u>	
Phase II, Lots 1 – 224	3,500 sq. ft.
Phase II, Lots 225 – 300	4,500 sq. ft.
Phase II, Lots 313,320, 321	8,000 sq. ft.
Phase II, Lots 314 – 319	5,000 sq. ft.
Phase II, Lots 324 – 333	8,000 sq. ft.
Phase II, Lots 341 – 440	5,500 sq. ft.
Phase II, Lots 441 – 572	4,500 sq. ft.

Phase II, Lots 579 – 599	4,500 sq. ft.
Phase II, Lots 666 – 821	5,500 sq. ft.
Phase II, Lots 822 – 1170	5,000 sq. ft.

First Floor Elevations

a. Custom Home Areas:

1. 36” above the crown of the adjoining street, or,
2. 24” above the FEMA Flood elevation, but in all events the first floor elevation must be a minimum of 36 inches above the adjacent finished ground elevation as measured from the front entry to the home.
3. Whichever requirement is greater shall apply.

If in an AE flood zone may add additional 1 foot. Check with builder and insurance agent for possible flood insurance premium reduction.

b. All Theme Villages

Flood height in an AE Zone shall be a minimum of 24” above the FEMA Flood Zone, or as required by Brunswick County Ordinance. The foundation may be either crawl or raised slab. Brunswick Plantation would recommend the raised slab design to prevent possibility of mold in the crawl space.

c.

Theme Village	In all Flood Zones except X, the minimum height above the crown of the adjacent street shall be	In an X Flood Zone the minimum height above the crown of the adjacent street shall be
Georgetown	12”	12”
Charlestown Place	20”	18”
Charleston Place W	20”	18”
Smithfield	20”	18”
Savannah Greens	24”	18”
Savannah Greens N	24”	18”
Moultrie	24”	18”
Edenton	24”	18”
Beaufort	24”	18”
Hamptons	24”	18”

1. Whichever requirement is greater shall apply.

d. Culvert Requirements for uncurbed lots

See Section 7.8 of the Architectural Standards for pipe and installation details.

Remember: The final culvert invert elevations must be certified by a registered surveyor to match the invert elevation set for the lot on the Plantation Storm

Drainage Map prior to receiving a Certificate of Occupancy.

Note: The Architectural Standards Committee Administrator is required to review plans for compliance with the BUA limit, and the plans reviewed must include all proposed built-upon areas. Any approvals given by the Committee (through the Administrator) do not relieve the homeowner of the responsibility to maintain compliance with the permitted BUA limit.

Note: This document is a supplement to the Brunswick Plantation Architectural Plan Review Procedure and Residential Design and Construction Standards. If there is any conflict between this document and the Brunswick Plantation Architectural Plan Review Procedure and Residential Design and Construction Standards, that document shall control.

Published by the ASC on the _____ day of _____.

ASC Administrator

ASC Chairperson

EXHIBIT A

BRUNSWICK PLANTATION

HOUSE PLAN SUBMISSION

PROCEDURE AND INFORMATION SHEET

1. Provide your design professional with a copy of the Architectural Standards Section of your Master Declaration Notebook.
2. Provide one (1) hard copy set of the building plans and one (1) PDF (digital) set of the plans, and one (1) complete set of the landscape plans, and one (1) PDF (digital) with completed application forms; or in the absence of the landscape plan, a check to the BPPOA in the amount of \$500.00.
3. Have your Contractor sign and deliver, along with the plan submission, the Contractor Department Agreement attached hereto as Exhibit B.
4. Prepare and present, along with the plan submittal, the color board if required.
5. Include your submission fee check in the amount of \$2,195.00 to BPPOA. The breakdown is as follows
 - Architectural Standards Review Fee \$ 325.00
 - Architectural Standards Administrative Fee \$ 345.00
 - Architectural Fee \$ 100.00
 - Landscape/Drainage Plan Review Fee \$ 425.00
 - Road Maintenance Fee \$1,000.00
6. NOTE: IF THE LANDSCAPE PLAN IS NOT SUBMITTED, AN ADDITIONAL \$500.00 CHECK, MADE PAYABLE TO THE BPPOA, WILL NEED TO BE SUBMITTED, WHICH IN THE ABSENCE OF THE LANDSCAPE PLAN, MAKES A TOTAL AMOUNT OF \$2,695.00.
7. The Contractor compliance bond in the form of a check payable to the BPPOA in the amount of **\$5,000.** must be submitted. This bond is to ensure that your builder complies with the Declaration governing the community and these standards; therefore, your builder is the person who should submit these funds. However, that is between you and your builder. The compliance bond, required by these standards, and an executed copy of the Contractor Department Agreement must be submitted by the contractor before the plans will have final approval by the Committee.
8. Complete the attached checklist in its entirety and turn it in as part of the plan submission to the ASC.
9. Submit the completed package to the ASC Contract Administrator, whose box is located at the BPPOA office in the Brunswick House.

10. Mailbox and light post must be ordered and purchased per section 6.10.1 and 6.10.2 of the Standards at this time. **No certificate of occupancy will be issued without the installation of the light post and mailbox.**

NOTE: INCOMPLETE PACKAGES WILL NOT BE REVIEWED

EXHIBIT B
BRUNSWICK PLANTATION
CONTRACT PERFORMANCE
and
MASTER DEPARTMENT AGREEMENT

Effective Date: _____

Construction Location (Lot #): _____

Name of Owner _____

Address: _____

Telephone: cell _____ Land line _____

General Contractor _____ License # _____

Contractor Cell # _____ Land line # _____

Address: _____

New construction _____ Improvements/Addition to Existing Structure _____

The Architectural Standards Committee (ASC) is the body charged with enforcement of the Brunswick Plantation Covenants and Construction Standards for construction work taking place in the Plantation. The Contractor has been chosen by a lot owner in the community to be the General Contractor on the above described construction project. In order to ensure compliance with the community governing documents, the Brunswick Plantation Architectural Plan and Residential Design and Construction Standards (“Guidelines”) and the Amended and Restated Master Declaration and Development Plan for Brunswick Plantation recorded in Book 3645, Page 962 in the Office of the Register of Deeds of Brunswick County the ASC requires as a part of the project approval process that this Master Department Agreement be executed.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements between the parties made, and for other good and valuable consideration hereinafter contained between the General Contractor and the ASC acting through its ASC Contract Administrator, the receipt and sufficiency of which hereby are acknowledge, the parties agree as follows:

GENERAL CONTRACTOR COVENANTS

The General Contractor hereby covenants and agrees with the ASC that:

1. I have read the ASC Guidelines and Declaration and do agree to follow them in full and understand that the terms of the Agreement shall commence on the Effective Date and continue thereafter until the completion of the construction project
2. As a condition to the approval of any plans submitted for the construction project and to ensure Contractor's compliance with the Declaration, the Guidelines, Design Requirements, and the plan for the construction project, upon execution of this Agreement by the Contractor, the Contractor shall provide to the Association a bond ("Construction Compliance Bond") in the amount of **five thousand dollars (\$5,000.)** to be held by the Association as security for the performance of the construction project in accordance with the terms of this Agreement and the Declaration. The Association may deduct amounts from the Construction Compliance Bond to ensure completion of the construction project, repair damages caused by the Contractor, or as otherwise provided in the Guidelines and the Agreement in the amounts as the Association determines, in its sole and absolute discretion, to be reasonable and necessary. In the event the Association deducts amounts from the Construction Compliance Bond that in the aggregate, total fifty percent (50%) of the Construction Compliance Bond, the Contractor shall, within ten (10) days of receiving prior written notice from the ASC Administrator, deposit additional funds with the Association to replenish the Construction Compliance Bond to the amount originally provided to the Association.
3. I understand and agree that the property lines are to be staked by a registered land surveyor for the ASC Contract Administrator's review prior to any construction activities on the lot. I also understand that the footprint of the house must be staked and reviewed by the ASC Contract Administrator before construction commences.
4. I agree to carry out this project construction according to the plans and specifications as approved for this project in the final review by the ASC. I will make no changes to these plans without prior approval by the ASC or its Contract Administrator. I further understand that this Agreement authorizes the Association, through its representative; to enter the lot for the purpose of inspecting the construction project to ensure compliance and to complete all required inspections.
5. I am responsible for the behavior and actions of all my employees, agents, subcontractors, suppliers, and others coming on or about the job in connection with my performance under contract. I understand the Plantation speed limit is 25 mph.
6. I am responsible for maintaining a clean construction site at all times. In order to comply with this requirement, I will provide a container on-site with sufficient screening to accommodate the trash and refuge from the building project. In addition, I will provide a covered container so that employees can dispose of cans; bottles, lunch bags, and other minor refuse items so that they will not be lying loose on the

lot. I will also empty these containers often enough so that they will be able to support the refuse generated from the building project.

7. For the duration of construction and upon completion of the building project, the Contractor shall be responsible for a thorough cleanup of the construction site and roadway.
8. I agree that I will immediately stop construction on the building project at any time should I be directed to do so by the ASC Administrator in writing, provided the written notice describes the manner in which I am in violation of this Agreement, the Declaration, or the Guidelines. I further agree that any action I take after notice will be limited to the sole purpose of correcting any violation and/or as otherwise necessary to comply with this Agreement and those requirements. I will not commence work toward completion of the building project until the ASC Contract Administrator has lifted the stop work order.
9. I hereby represent to the ASC that I am a licensed North Carolina General Contractor, that the license number shown at the head of this document is correct, that it is current, and that this license is in a sufficient amount to cover and authorize me to carry out the building contract as the general contractor.
10. I understand that no individual or prospective residents of the property can occupy said property before the Landscape Manager and the ASC Administrator have completed and approved the final inspection. Failure to comply with this will carry a **\$1,000.00** fee to be paid by the contractor.
11. I understand the Construction Compliance Bond in the amount of **\$5,000**. that has been submitted to the ASC will be held by the ASC in an escrow account and should I fail to abide by this Agreement, the Guidelines, or the Declaration, that some or all of the Construction Compliance Bond may be retained by the ASC as a fine. Any failure by the Contractor to carry out, comply with, and perform any of the covenants, conditions, and agreements set forth in this Agreement, including without limitation, the rules set forth below, shall constitute a breach by the Contractor hereunder. In the event of a breach of this Agreement by the Contractor, the ASC, in addition to all the remedies available to it at law or equity, shall have the right to unilaterally deduct from the Construction Compliance Bond such amounts as the Association determines, in its sole and absolute discretion, to be reasonable and necessary to remedy such breach consistent with the Guidelines. Immediately following any such deduction, the Association shall provide written notice to the Contractor of the occurrence of such breach and the amount of the Bond deducted by the Association.

An example of such violations would be the following but not limited to the below:

- Failure to control soil run-off into ditches, adjoining lots, or ponds;
- Failure to provide a chemical toilet for the workers' use - *such facilities must be enclosed on three sides with a lattice type structure;*
- Failure to provide the necessary refuse and trash containers;
- Failure of the container to properly screen the refuse from view;
- Failure to empty the trash containers;

Removal of trees or shrubs in violation of the Declaration and Guidelines;
Failure to notify the ASC Contract Administrator timely for the various inspections;
Failure to provide proper protection and/or allowing damage to the streets or curbs by the delivery trucks while in the community
Exceeding the speed limit in the community.

12. In the event of new construction, the Contractor shall be responsible for applying for all utilities necessary for the construction project to be completed. The Association shall not be held responsible for any delays with respect to the construction project due to Contractor's failure to apply for utilities in a timely manner or for the failure of any utility provider to provide their services to the Contractor in a timely manner.

ASC COVENANTS

The ASC hereby covenants and agrees with the General Contractor that:

1. The Contractor may enter upon and use the Brunswick Plantation POA private streets in the subdivision in order to access the job site above described until and unless given a stop work order by the ASC Contract Administrator because of violation of the Declaration, the Guidelines, or this Agreement.
2. Construction vehicles must enter thru construction gate after being approved by Security between the hours of 7 AM and 7 PM Monday through Saturday. Construction vehicles are, but are not limited to, dump trucks, cement trucks, construction equipment, and lumber equipment trucks. All other construction personnel must enter the Plantation thru the main gate visitor entrance between the hours of 7 AM and 7 PM *Monday through Saturday. No exterior construction shall be undertaken on Sunday and holidays. Holidays are defined as: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and any other day(s) determined by the BPPOA Board of Directors to be a holiday.* Exceptions may be granted by ASC Administrator for emergency circumstances and in such cases Security Personnel must be notified and the vehicle destination be provided to security.
3. That the **\$5,000**. Construction Compliance Bond will be held in an escrow account by the ASC, subject to the terms of this Agreement. At the completion of the job, if the Contractor has not violated the Declaration, the Guidelines, or this Agreement, these funds will be returned in full to the Contractor. Should, however, the Contractor violate any of these items, the ASC will withhold funds from this performance bond as it deems appropriate in the circumstances.
4. Should the Contractor violate any of these requirements, the ASC, acting through its ASC Administrator, will notify the Contractor accordingly. If the violation is of sufficient magnitude in the opinion of the Administrator to issue a stop order to the Contractor, the order shall be given in writing, specifying the reasons and deficiencies, whereupon, the Contractor shall immediately cease work until the stop order is lifted by the ASC Administrator. In this connection, should the Contractor

violation be of the types shown in the list under General Contractor Covenants, paragraph 11, the Administrator will give the Contractor forty-eight (48) hour notice before any fine or charge will be imposed. Further, any of those types of violations will carry a charge or fine of not more than \$100.00 per day per violation. Should the Contractor fail to correct these types of deficiencies within three (3) days after notice from the ASC Administrator, the ASC may proceed to correct the violation as reasonably expedient and charge the full cost to the Contractor and deduct it from the Construction Compliance Bond.

In witness whereof, the parties hereto have caused this Agreement to be executed in such form as to be binding, all effective as of the Effective Date.

CONTRACTOR

**BRUNSWICK PLANTATION ARCHITECTURAL STANDARDS
COMMITTEE**

ASC Administrator

ASC Committee Chairperson

EXHIBIT C

BRUNSWICK PLANTATION

CONTRACTOR INSTRUCTION SHEET

- A. Fill out and sign the Master Department Agreement.
- B. Familiarize yourself with the Covenants, Conditions, and Restrictions that apply to this lot.
- C. Familiarize yourself with the Residential Design and Construction Standards before you commence construction.
- D. Complete the checklist and submit it with the Review Package to the ASC Administrator.
- E. SO THAT THE ASC ADMINISTRATOR WILL BE ABLE TO VERIFY THAT THE COLORS MATCH THOSE APPROVED BY THE ASC MAINTAIN COLOR SAMPLES AT BRUNSWICK PLANTATION.
- F. FILL OUT AND PRESENT FIELD REVIEW FORMS TO ASC ADMINISTRATOR AT EACH CONSTRUCTION PHASE WHEN HOME IS READY FOR FIELD REVIEW.

CONTRACTOR

By: _____

Date: _____

BRUNSWICK PLANTATION ARCHITECTURAL STANDARDS COMMITTEE

By: _____
ASC Administrator

By: _____
ASC Committee Chairperson

EXHIBIT D
BRUNSWICK PLANTATION
FIELD REVIEW—PRE-CONSTRUCTION

Owner _____ Date _____

Lot# _____ Street _____

1. The footprint of the house (HAS) (HAS NOT) been staked and complies with the setbacks.
Administrator's Action:

Approved [] Not Approved []

2. The trees to be removed (HAVE) (HAVE NOT) been identified.
Administrator's Action:

Approved [] Not Approved []

ASC Administrator

ASC Committee Chairperson

Failure to submit any Field Review is subject to a fine of \$125.00 per review.

EXHIBIT E
BRUNSWICK PLANTATION
FIELD REVIEW—FOUNDATION

Owner _____ Date _____

Lot# _____ Street _____

The foundation (IS) (IS NOT) located as shown on approved site plan.

Administrator's Action:

Approved [] Not Approved []

Foundation Survey and Certificate (IS) (IS NOT) done as required in Section 11.2d of these guidelines*.

Administrator's Action:

ASC Administrator

ASC Committee Chairperson

***Survey must show FFE. If FFE does not meet requirements of 2 feet above flood elevation, or 3 feet above crown of road, whichever is greater, fine \$500.00 per inch below required minimum will be imposed and such violation must be corrected prior to approval. Failure to submit any Field Review is subject to a fine of \$125.00 per review**

EXHIBIT F
BRUNSWICK PLANTATION
DRY IN -LANDSCAPE PLANS DUE

Owner _____ Date _____

Lot # _____ Street _____

1. The landscape plans (HAVE) (HAVE NOT) been submitted the ASC.

Landscape Architect's Review

Note: If the landscape plan has not been submitted and approved, the Administrator is to notify the designated POA landscape person to prepare the landscape plans.

This (HAS) (HAS NOT) been done.

Administrator's Action:

ASC Administrator

ASC Committee Chairperson

EXHIBIT G
BRUNSWICK PLANTATION
FIELD REVIEW—FINAL

Owner _____ Date _____

Lot# _____ Street _____

1. The house is complete and **FINISHED** [] **NOT FINISHED** [] as shown on approved plans.

Administrator's Action:

Approved [] Not Approved []

2. The landscaping is complete and **FINISHED** [] **NOT FINISHED** [] as shown on approved plans.

Administrator's Action:

Approved [] Not Approved []

[] The landscaping is not complete and the Certificate of Occupancy is not being issued until further inspection by the Contract Administrator.

[] The landscaping is not complete; however, the homeowner is depositing with the Contract Administrator the sum of \$5,000.00 as a landscape performance guarantee pursuant to Section 10.24 of the Building Guidelines and a Certificate of Occupancy is being issued.

3. Surveyor's Certification **RECEIVED** [] **NOT RECEIVED** [] that the driveway culvert invert elevation is set to the invert elevation established on the storm water drainage map.

Administrator's Action:

ASC Administrator

ASC Committee Chairperson

[Type text]

[Type text]

[Type text] 50

EXHIBIT – H

BRUNSWICK PLANTATION

Architectural Modification Request Form

(For exterior renovation modifications to existing home/property)

Owner Name _____ Phone # _____ Lot # _____

Address _____

Email _____

Detailed Description of Modification: _____

Desired Start Date _____ Anticipated Completion Date _____

I certify that I have read the Brunswick Architectural Plan and Residential Design and Construction Standards, and the “Master Declaration of Covenants, Conditions and restrictions for Brunswick Plantation” regarding any changes to my lot and hereby agree that I will abide by same (including the N.C. impervious surface restriction for said lot). If a structural renovation modification is being requested, a fee of \$217 is required as well as the Road Impact Maintenance Fee and enumerated in Section 13.4.1. Checks should be made payable to “BPPOA.”

Owner: _____ Date: _____

ASC Administrator

ASC Committee Chairperson

Approved: _____ Approved with conditions: _____ Denied: _____

Notes: _____

EXHIBIT – I

BRUNSWICK PLANTATION

Architectural Modification Completion Inspection Form

(for preapproved exterior renovation modifications to existing home/property)

Owner Name _____ Phone # _____ Lot # _____

Address _____

Email _____

Description of Modification: _____

Desired Start Date _____ Anticipated Completion Date _____

The architectural modification approved on _____ and described above has been inspected upon completion and found to be:

in compliance

not in compliance

Date Inspected: _____

Approved: _____ Denied: _____

Reason/Notes:

ASC Administrator

ASC Committee Chairperson

EXHIBIT J
Brunswick Plantation

Architectural Standards Checklist

- _____ One full set of drawings as required in Section V.
- _____ Flood Zone and Floor Elevation as shown as required in Section VI.
- _____ Total Impervious area of lot shown on plan.
- _____ Landscaping Plan. If not, see below.
- _____ Check for \$5,000.00 for Contractor Compliance Bond written to BPPOA.
- _____ Check for \$2,195.00 Written to BPPOA.
- _____ Check for \$500.00 written to BPPOA if landscape plan is not attached.
- _____ Sewer Tap Fee to Caw Caw if required

Lot # _____ Owner: _____

Cell # _____ Land Line # _____

Contractor: _____ License # _____

Cell # _____ Office # _____

Date: _____ Approved: _____