



Architectural Design Standards & Guidelines

Revision: 5.0
Release Date: May 1, 2023



[Table of Contents](#)

Table of Contents2

1. Introduction to Turtlewood at Southport4

 1.1 Association Guidelines.....4

 1.2 Fees & Bonds4

 1.3 Wetland Buffer4

2. Architectural Design Standards6

 2.1 Site Layout6

 2.2 Understanding Setbacks7

 2.3 Architectural Standards7

 2.3.1 Pre-Construction Maintenance7

 2.3.2 Home Styles:.....7

 2.3.3 Size:.....7

 2.3.4 Finished Floor Elevations and Ceiling Heights:7

 2.3.5 Roofs:.....7

 2.3.6 Chimneys:7

 2.3.7 Garages:.....8

 2.3.8 Façade Treatments:8

 2.3.9 House Identification:8

 2.3.10 Doors:8

 2.3.11 Windows / Roof Windows:.....8

 2.3.12 Decks and Porches:.....8

 2.3.13 Cornices and Exterior Trim:8

 2.3.14 Awnings and Shutters:.....8

 2.3.15 Building Materials:.....8

 2.3.16 Color:9

 2.3.17 Outbuildings:9

 2.3.18 Fencing, Hardscape & Driveways:9

 2.3.19 Utilities:9

 2.3.20 Vehicle / Watercraft / Trailer / for Watercraft Storage on Lots:.....9

 2.3.21 Storm Shutters..... 10

 2.3.22 Drainage Swales 10

Turtlewood Architectural Design Standards and Guidelines					Page 2 of 24				
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



2.3.23 Parking on Property..... 10

2.3.24 Post Construction Maintenance..... 10

2.4 Impervious Surface Coverage: 10

2.5 Landscaping Standards: 11

2.5.1 The Landscape Plan: 11

2.5.2 Planting Requirements: 11

2.5.3 Irrigation: 11

2.5.4 Maintenance:..... 11

2.5.5 Clearing/Tree Removal: 11

2.5.6 Landscaping Installs: 11

3. Builders / Developers (Construction Site Maintenance) 11

4. Short Term / Long Term Home Rentals 12

4.1 Long Term Rentals: 12

4.2 Short Term Rentals 12

4.3 Home Owner/ Renter Responsibility 12

5. Revision Summary 12

6. Forms Addenda 13

6.1 Form A: Preliminary Review Application 14

6.2 Form B: Final Review Application 15

6.3 Form C: Landscape Architectural Questionnaire 16

6.4 Form D: Construction Application..... 17

6.5 Form E: Request for Final Inspection / Deposit Refund..... 19

6.6 Form F: ARC Request – Minor Architectural Change 20

6.7 Form G: Mailbox Order Form (No Longer In Use)..... 21

6.8 Form H: Violation Notification – New Construction 22

6.9 Form I: Violation Notification – Existing Home..... 23

6.10 Form J: Request for Saturday / Overtime Work 24

Turtlewood Architectural Design Standards and Guidelines					Page 3 of 24				
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



1. Introduction to Turtlewood at Southport

1.1 Association Guidelines

The Turtlewood at Southport Architectural Design Standards and Guidelines are established to assure and implement a high level of design and aesthetic appeal for the community. They will serve as a framework of procedures, design concepts, performance and quality standards that will guide the design and construction of homes. They are established to complement the “Declaration of Covenants, Conditions and Restrictions” for Turtlewood at Southport. According to these documents, responsibility is assigned to the Architectural Review Committee (ARC) to establish standards by which they may review and administer the planning and design of the community. The ARC, under the direction of the Homeowners Association (HOA) reserves the right individually to revise and update the design criteria as well as the performance and quality standards within these guidelines.

Design approval by the ARC is for external aesthetic appeal and consistency only and for the good of the community as a whole. Approval by the ARC does not assure nor intend to assure governmental approval or design integrity. Owners should rely on their contractor and architect for structural integrity, functional soundness, appropriateness of materials or any other necessary attributes.

All plans for new construction must be submitted to and approved by the ARC prior to starting any build. In addition, any change to plans previously submitted and approved must be resubmitted for approval prior to proceeding with any change, including, but not limited to, government agency required changes.

1.2 Fees & Bonds

- a. **New Construction Plan Review Fee = \$400** (Building and Landscape)
- b. **New Construction Bond = \$5000**

Bond must be submitted by the builder prior to plan approval or any clearing/construction. The bond will be returned upon a.) Successful final inspection of finished home and landscaping by the ARC and b) Receipt of Occupancy Permit. The cash bond will be placed in a non-interest-bearing account. Any fines accrued by the builder will be deducted from the construction bond and the builder will be required to replenish the reduced amount so as to maintain a balance of \$5000.

1.3 Wetland Buffer

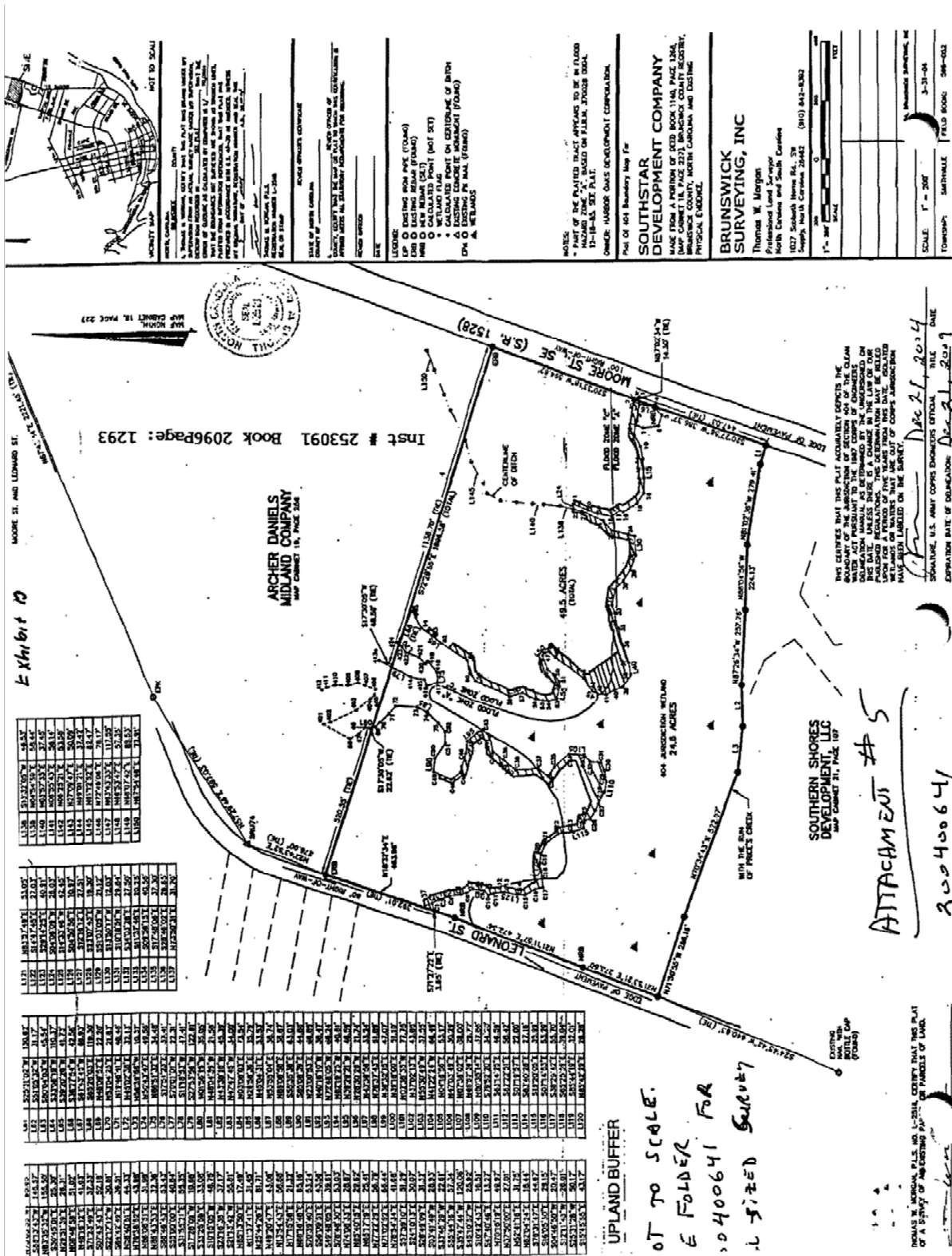
The Department of Army Corps of Engineers has issued a permit, Action ID Number 200400641 for the development of the Properties. As mitigation for wetland impacts authorized by that permit, the Declarant, as developer of the Properties, is required to prohibit the development within certain conservation areas as shown on the plat prepared by Thomas W. Morgan, L-2518, Brunswick Surveying, Inc., 1027 Sabbath Home Rd., Supply, NC 28462, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference. Additionally, the Wetlands Buffer can be seen for each lot of the final plat. Accordingly, all conservation areas shown and delineated on the aforementioned plat(s) shall be left in their natural state and no building or site improvement shall be permitted within the conservation areas. Prohibited activities within the conservation areas include, but are not limited to, construction or replacement of roads, walkways, buildings, signs or structures of any kind; filling grading excavating, leveling, or other activities that may alter the drainage patterns on the property; cutting mowing, destroying, removing or damaging vegetation, disposal or storage of any debris, trash, garbage, or other waste material. Nor shall any action be taken by the permittee that will adversely impact the wetlands or waters on conservation property, except as specifically authorized by the aforescribed permit.

Any sale, lease or other conveyance of the conservation property shall include restriction on use of the property described hereinabove. Such restrictions shall include language proving for third party enforcement rights in favor of the Department of the Army Corps of Engineers.

Those provisions shall not be modified or amended without the express permission of the Department of the Army Corps of Engineers.

This part of the Architectural Guidelines is also set forth in Article XVI of the DCCR’s and is intended to ensure continued compliance with the mitigation condition of the Clean Water Act Authorization issued by the United States of America, U.S. Army Corps of Engineers, Wilmington District Action ID 200400641 and therefore may be enforced by the United States of America.

Turtlewood Architectural Design Standards and Guidelines						Page 4 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



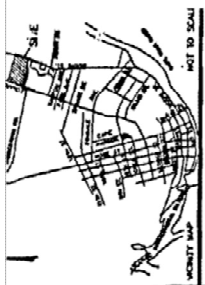
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 A FIZED SURVEY

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 MIDLAND COMPANY
 MAP CORRECT 14, PAGE 24
 SOUTHERN SHORES
 DEVELOPMENT, LLC
 MAP CORRECT 21, PAGE 107
 Dec 21, 2014
 200400641



NOT TO SCALE
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 STATE: ...
 DATE OF SURVEY: ...
 SURVEYOR: ...
 SOUTHSTAR DEVELOPMENT COMPANY
 BRUNSWICK SURVEYING, INC.
 Thomas W. Unger
 Professional Land Surveyor
 North Carolina and South Carolina
 1027 Seaboard Home Rd, 3rd
 Supply, North Carolina 28482 (910) 842-6362
 SCALE: 1" = 200'
 TOWNSHIP: ...
 RANGE: ...



2. Architectural Design Standards

2.1 Site Layout



Turtlewood at Southport

Architectural Design Standards & Guidelines

Turtlewood Architectural Design Standards and Guidelines						Page 6 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



2.2 Understanding Setbacks

Setbacks have been determined in order to provide a comfortable distance between homes. Buildings shall be set on the lot relative to setbacks specified for each lot type. Stoops, chimneys, balconies, and bay windows may encroach within the setback lines specified. A buildings frontage is considered to be the elevation facing the primary thoroughfare. All proposed structures shall follow the City of Southport Zoning Ordinance. The builder is responsible for reviewing the City of Southport Ordinance publication for updates to ensure compliance.

Setbacks:

Building (minimum):

- Front Yard: 25 feet from street, 25 inches from property line
- Side Yard: 8 feet from property line
- Rear Yard: 20 feet from property line
- Maximum Building Height: 40 feet from lowest elevation

Accessory Structure (minimum):

- Side and Backyard: 5 feet

Notes:

1. No accessory structure shall cover more than 75% of rear yard.
2. All accessory structures shall be behind the rear elevation of a building.

2.3 Architectural Standards

These standards apply to all new construction builds as well as existing home updates and require approval by the ARC. There will be no mobile/modular homes allowed to be erected on any lot.

NOTE: *Notwithstanding the architectural design code as stated in this document, the ARC reserves the right to have approval on all elements that pertain to design, proposed structures, alterations to existing structures, site conditions, landscape elements, lighting, aesthetics as it relates to the configuration of each lot.

2.3.1 Pre-Construction Maintenance

The homeowner is responsible to maintain an undeveloped lot trimming trees and mowing grass. Grass must be kept below 8 inches in height. Tree limbs must not encroach on the adjacent properties or sidewalks. Brush must be removed.

2.3.2 Home Styles:

Whenever possible individual home facades should not be repetitive from home site to home site along individually designed homes with consistent architectural style of the area are encouraged.

2.3.3 Size:

All homes shall range from a recommended minimum heated square footage of 1650 square feet with no maximum square footage. This footage is exclusive of garages, terraces, decks, open porches, roof overhangs, and stairs.

2.3.4 Finished Floor Elevations and Ceiling Heights:

Each residence submitted for review shall be analyzed according to site topography and adjacent structures. Due to its architectural appropriateness, all single-family homes shall be constructed on a crawl space or raised slab. foundation with a minimum dimension of 24" to the bottom of the first floor, a solid wall, parged wall, lattice wall or other appropriate treatment. No slab on grade construction will be allowed. The ARC requires that the floor to ceiling height for the first floor be a minimum of 9 foot 0 inches and the second floor be a minimum of 8 foot 0 inches. All exterior doors must be a minimum of 6 foot 8 inches in height. The height of the dwelling may not exceed 3 floors in height.

2.3.5 Roofs:

The pitch of the main structure should not be less than 7 feet in 12 feet. Pitches for porches, breezeways and other secondary structures could be less. Flat roofs (pitch less than 1/12 are only acceptable when used to create an historic century character. No mansard roofs will be allowed. Contemporary or other irregularly pitched roof styles will not be allowed. All roof penetrations, such as gas flues, exhaust vents, plumbing vents, skylights etc. should be located on the rear roof slopes so that they are not readily visible from the street and must be a color that is compatible with roof color. Any penetrations, which are visible from the street, must be approved by the ARC in writing prior to installation.

2.3.6 Chimneys:

Chimneys are an important part of the architectural statement of the architectural theme. Their location and massing should be in keeping with that theme. No exterior metal fireboxes are permitted unless encased in masonry or other approved surrounds.

Turtlewood Architectural Design Standards and Guidelines						Page 7 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



Interesting and appropriate detailing at the chimney peak is encouraged. All fireplaces must be top vented where possible. Direct vented fireplaces must be approved by the ARC in writing prior to installation.

2.3.7 Garages:

All doors should be compatible with the exterior design and therefore, will be custom embellished, as necessary. All doors are required to have custom trim elements. All garage doors will have an automatic opener installed and should be kept closed when not in use. Where home site frontages allow, side entry garages will be required unless approved by the ARC. Garages shall be located and treated so that the garage does not visually dominate approaches to individual homes. When garages are detached from houses, they shall maintain the architectural style of the house.

2.3.8 Façade Treatments:

Symmetry is expected, and all facades should illustrate a clean well thought out appearance. Primary exterior wall finishes shall be brick, lap cypress, cedar, cedar shingles, stone, beaded edge clapboard, fiber cement, hardiplank, or equal materials as approved by the board. No vinyl or aluminum siding material will be permitted. All electric meter bases and other similar devices attached to the exterior of a building shall be painted to match the siding or trim. Detailing must be consistent on all elevations and structure.

2.3.9 House Identification:

Every house will have a number identification located on the mailbox at the street so emergency vehicles can readily identify the location of every house in Turtlewood. The location and size of numbers will be uniform and at the discretion of the ARC. Installation of the mailbox and the house identification post should be in approved locations. All homes will utilize a white mailbox.

2.3.10 Doors:

Exterior doors should be appropriate to the Architectural theme. Exterior sliding doors are not permitted except on the rear elevations and not visible from the street. Leaded glass may be allowed when the glass is clear, however, it must be pre-approved by the Board. Storm and screen doors are not permitted unless they are of the appearance of a typical exterior door (such as a six-panel door with glass in the panels instead of wood) or they are fully louvered wood doors. In all cases, storm and screen doors of this type must be pre-approved by the ARC.

2.3.11 Windows / Roof Windows:

Windows are restricted to single hung, double hung (6 over 6 or 6 over 9) windows. Simulated divided light is encouraged. Exterior window insect screens when installed shall be gray. Window proportions shall be in keeping with the house style. Only the use of a high-quality wood, vinyl, PVC, and clad windows will be permitted. Glass block is not permitted. Skylights and or roof windows will not be allowed on the primary elevations of the home. These roof windows will only be permitted on a secondary elevation if the properly align and complement the home elevation. Dormer windows are the preferred alternative and must maintain an alignment balance with the home elevation.

2.3.12 Decks and Porches:

Detailing of all patios and decks must be architecturally compatible with the home. Patios and decks shall be designed to serve as an extension of the house. Rails, pickets, and underpinning should be painted to match the trim of the house, lattice, or louvers. Porch screening colors shall complement and be limited to bronze and copper. Views to the underside of decks and porches must be screened with underpinning and/or landscape material large enough to provide screening upon installation.

2.3.13 Cornices and Exterior Trim:

The use of traditional crown molding and detailing at cornices, as well as authentic detailing around window and door openings and at exterior porch railings and decks, will be an important part of an overall appearance or quality appropriate to Turtlewood, such detailing is strongly encouraged. Such detailing must be consistent on all elevations. All are to be approved by the ARC.

2.3.14 Awnings and Shutters:

Awnings and canopies shall be permitted or affixed to the exterior of the residence without the prior approval of the ARC. Hurricane storm shutters shall not be stored on the exterior of the residence. Exterior shutters, when used, should be an integral architectural feature. Vinyl shutters are allowed.

2.3.15 Building Materials:

Only a high quality of materials shall be used in Turtlewood. Materials shall be utilized and applied consistently on all sides of the buildings and in a manner consistent with the manufacturer’s instructions and good building practice. Please see above paragraph entitled Façade Treatments.

Turtlewood Architectural Design Standards and Guidelines						Page 8 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



2.3.16 Color:

All exterior colors shall reflect coastal colors and traditions. Soft pastels and other coastal colors are recommended for exterior siding with white trim and dark colors for shutters and entrance doors. White, browns, or dark grays are discouraged as the primary color.

New Construction: Exterior Color must be included in ARC requests of new construction for approval from the ARC. Exterior colors should be individual to each home and not be repeated within close proximity of another in the same color family.

Repainting Existing Construction: Repainting of existing construction will require a submission to the ARC noting the intended color. Acceptable color palettes will be the same as for new construction. Should a house already be white, brown, or gray as of 12 Dec 2022, then those colors are grandfathered as acceptable to use for repainting.

If the chosen color is different than the existing primary color, then that color must conform to the acceptable color palettes. Colors similar (does not have to be exact, just similar) to another home in close proximity are not recommended and would not be approved.

2.3.17 Outbuildings:

No home site shall have more than one outbuilding (a detached garage is considered to be an outbuilding for purposes of this restriction). Generally, a formal approach with axial and formal lines will be in keeping with the intended architecture. Building materials should reflect those of the main house. Wherever possible, buildings should be oriented so that access is indirect, and their opening does not directly face the street. Storage of bicycles, golf carts, etc. should always be in an enclosed area. All outbuildings must be approved by ARC. All outbuildings must be located within the building setbacks. NOTE Grandfather Clause: at the time of this revision all existing outbuildings as of 8 June 2021 are **grandfathered** in, however, a new ARC approval will be required for any outbuilding that is already established and needs to be replaced for whatever reason but does not meet these ARC Guidelines.

2.3.18 Fencing, Hardscape & Driveways:

Fences used for screening or privacy and that complement the aesthetic appeal of the home may be approved for side or rear lots. Fencing must be wood, wrought iron or anodized aluminum that resembles wrought iron and must be compatible with the architectural style of the house. Any other materials must be approved by the ARC. Chain link, wire or split rail fencing is not allowed. The maximum height of a fence is 4 feet. Lots 1-10, 33-38, and 21-22 may have a 6’ privacy fence (wood only) at rear of property line and lot 38 may fence road-side and rear property line. Perimeter fencing around the property line of the entire lot is not permitted. All fencing must be approved by the ARC prior to installation. Walls should complement the aesthetic and architectural style of the home and should be used primarily for screening and landscape applications. Neither fences nor walls should negatively impact the home or adjacent homes or views. Driveways and walks should be carefully designed for ease of circulation and aesthetics. Driveways should be of concrete, brick, or asphalt material. Driveways should be located no closer than 3 feet from the property line and shall be no wider than 12’ unless approved by the Board. **NOTE Grandfather Clause: At the time of this revision (8 June 2021) all existing fencing is Grandfathered in, however, a new ARC approval will be required for any fence that is already established, but does not meet these ARC Guidelines and would need to be replaced due to storm damage, etc., where the damage sustained is 50% or greater.**

2.3.19 Utilities:

Heating: Electric heat pumps for heating and air condition are commonly used in this climate. Units should be located in inconspicuous places on the back side of the house and are required to be screened with a wall or screen of material similar to the house facades or landscape elements. Units should always be placed within the building setbacks.

Passive Solar Heating / Solar Electrical Charging: Such design elements are not forbidden but are discouraged. All uses of passive solar heating shall be approved by the ARC. Uses will be reviewed for authenticity in design with relation to proposed architecture: i.e., if owner intends to use passive solar heating or solar electrical charging it shall be incorporated into the architectural design tastefully, without detriment to the overall elevations or façade, then they may be approved.

Electric, Telephone, Television Cable: All of these utilities are served underground to the individual home sites and shall be taken to the house and any outbuildings as required, underground, by the individual owner. Meter boxes shall be located in inconspicuous areas on the house and covered as allowed by building code. TV antennas of any type, satellite dishes (except for 18” dishes) and other electronic hardware of receiving units will not be permitted. Location of an 18” dish will be approved by the ARC, if it is within an alcove of the principal or secondary structures, with no street visibility allowed.

2.3.20 Vehicle / Watercraft / Trailer / for Watercraft Storage on Lots:

Vehicle Storage: There will be no provision made to store inoperable vehicles (vehicles must be in driving condition, insured with current registration/license plate) in open view on any property. Inoperable vehicles must be kept in a garage. When parked, vehicles must be parked in a garage, designated parking area or driveway. Vehicles must never be parked in an undesignated area such as a lawn or undeveloped lot.

Turtlewood Architectural Design Standards and Guidelines						Page 9 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



Watercraft / trailers for watercraft: Watercraft/trailers for watercraft are approved for storage in open spaces with the following criteria being met:

- Owner must submit an ARC Request for approval by ARC Committee,
- Size restriction: cannot be >30 feet,
- Tongue of the trailer should not extend past the front facade of home,
- Watercraft must be seaworthy (current registration etc.),
- Owner must ensure to provide screening for boat/trailer (shrubs or approved fencing/screening barrier) to ensure not to impact view from adjacent lot.

2.3.21 Storm Shutters

Storm shutters on any window or door are allowed on homes as long as their permanent hardware does not detract from the overall architecture of the home. Homeowners should submit an ARC request to install storm shutters that includes the design of the storm shutters.

Storm shutters should be used during hurricane season (June 1 through November 30). The storm shutters can be put up or closed a week before a storm event and must be taken down or opened within two (2) weeks after the storm event ends. If a homeowner will be away for an extended period during hurricane season and wishes to put up / close their storm shutters for that period, they should inform the ARC by email, putting up / closing the storm shutters no more than one week before they leave and taking them down / opening within 2 weeks of returning.

Should a storm occur outside of hurricane season, homeowners with storm shutters can put up / close the storm shutters and take them down / open within the same time periods as noted during hurricane season.

Extenuating circumstances can be taken into account (e.g., unable to return to home in a timely manner) and the ARC should be informed via email.

2.3.22 Drainage Swales

All drainage swales must be maintained by the homeowner that the drainage swale is either adjacent to or is on their property.

The length of the drainage swale must be one hundred feet long with vegetation three to five inches tall. The base of the drainage swale must be a minimum of two (2) feet across at the bottom and then clear of brush / trees ten (10) feet from the center and could be on an incline from the bottom area. The drainage swale must be kept clear of all debris, kept from filling up with sand / dirt, mown and all trees / shrubs removed within ten feet of the center of the swale.

Drainage swales not maintained are subject to fines by the State of North Carolina that could be up to \$25,000 and will be the responsibility of the homeowner.

2.3.23 Parking on Property

On property parking areas must be hard surface and designed as part of the original build or added at a later date (under ARC and City approval). All vehicles are required to park on the hard surface provided on a property and not on lawn / dirt areas. Temporary parking on lawn / dirt areas is allowed, period of time should be less than 3 days (i.e., weekend visitors).

2.3.24 Post Construction Maintenance

After the completion of the project on new or existing homes the homeowner is responsible for the maintenance and upkeep of the home and property. Fines may be assessed for lawn and homes that are not maintained.

2.4 Impervious Surface Coverage:

Pursuant to storm water rules adopted by the State of North Carolina and applicable permit requirements, each home site is subject to a maximum impervious coverage restriction. Impervious surfaces include the roof of any structure and all asphalt, gravel, concrete, brick, stone, slate, and similar materials, not including wood decking or the water surface of swimming pools. Roadside and home site lines swales may not be filled in or piped except as necessary to provide a minimum driveway crossing. These restrictions are set forth below:

Lot #	Allowed sq ft	Lot #	Allowed sq ft	Lot #	Allowed sq ft	Lot #	Allowed sq ft	Lot #	Allowed sq ft
1	7545	11	8190	21	8190	31	7545	41	8555
2	8190	12	8555	22	8190	32	8190	42	8555
3	7545	13	8555	23	8190	33	7545	43	8555
4	7545	14	8555	24	7545	34	8190	44	8555
5	7545	15	8555	25	7545	35	8190	45	8555
6	7545	16	8555	26	7545	36	8190	46	8555
7	7545	17	8555	27	8190	37	8190	47	8555
8	7545	18	8555	28	8190	38	8190	48	8190
9	7545	19	8555	29	7545	39	8190	49	8190
10	7545	20	8555	30	7545	40	8190	50	8190



2.5 Landscaping Standards:

General Principles: Appropriate landscaping plays an important part in creating the overall look and feel of Turtlewood. The landscaping will be approached similar to the design and detailing of the house. Consideration should be given to the location, size, configuration, and type of lot; configuration of the house; site drainage; solar orientation; street trees; existing vegetation; and adjacent lots. Landscape designs should create a sense of order rather than a random and incomplete pattern. Outdoor spaces should be framed in as outdoor rooms. Having a defined usable outdoor space instead of simply filling empty areas of the lot.

2.5.1 The Landscape Plan:

- a) Focus and enhance views
- b) Create outdoor spaces
- c) Accentuate architecture
- d) Screen utility areas
- e) Break up the foundation of the building
- f) Buffer driveways and parking areas adjacent to property lines
- g) Provide cover for areas disturbed during construction

2.5.2 Planting Requirements:

Where appropriate the foundation plantings and ground cover plantings should be grouped together to accent the architecture and frame outdoor spaces. Plants for screening should be of appropriate and sufficient size and spacing to ensure an adequate buffer within a year’s growing season. Foundation plantings, likewise, should be able to screen any crawl spaces under houses or decks. All lawn areas must be sodded and not seeded. All plantings and ground covers should have mulch beds. Only organic mulches such as pine needles, shredded pine bark, and pine bark chips should be used as mulch.

2.5.3 Irrigation:

All landscaped areas including the areas between the sidewalk and street curb should be properly irrigated. Automatic underground irrigation systems are encouraged; however, other methods of irrigation are also permitted. When installing a well source irrigation system, it is a good idea to add a water treatment system to protect your property. Because of the high iron content in the ground water, pavement, curbs, and walls are at risk of being stained with a rusty residue. As an alternative, one may consider using the municipal water supply.

2.5.4 Maintenance:

Long-term growth and maintenance should be considered. Landscape materials should be an attractive statement and properly maintained. Proper maintenance including watering, mowing, weeding, edging, fertilizing, pruning, and insect control should be attended to regularly.

2.5.5 Clearing/Tree Removal:

For new construction ARC requires the site plan indicate all trees over 2” caliper that will be removed. A request for a pre-construction inspection with a member of the ARC must be requested by the builder prior to clearing. For existing homes: any trees (especially Live Oaks 6” in diameter or greater) will require ARC approval prior to their removal.

2.5.6 Landscaping Installs:

For all new installations of landscaping/sod or the reinstallation of a lawn (landscaping/Lawn renovations), ARC Guidelines require the installation/reinstallation to be completed within a 90 period and debris removal/install materials should not affect surrounding lots within the community.

3. Builders / Developers (Construction Site Maintenance)

While homes are under construction, Builders are expected to maintain a clean and presentable lot. Builders are required to ensure the following until construction activities have been completed:

- **Mowing / Weeding** – maintain any weeds/grass that grow on the lot ensuring no overgrown material is allowed to remain
- **Portable Toilet (e.g. Port-o-Potty, Porta-John, Chemical Toilet)** – must have screening material placed around it to maintain a presentable lot to passersby. The screening should be constructed utilizing 4”x4” lumber as a frame and attaching the screening to the frame (not to the portable toilet). The door to the portable toilet must be facing away from the street.
- **Daily Material Clean Up** – the lot must be maintained and cleaned of any debris/building materials daily. Where applicable, materials will be stored out of sight from road. This requirement includes road frontage, where materials may have been dropped etc. in the road.
- **Dumpsters / Trash Containers** – Dumpsters should be onsite immediately after lot cleaning. All dumpsters stored on a lot must be maintained as to present a neat and tidy appearance with no spillover of debris etc., in plain sight.

Turtlewood Architectural Design Standards and Guidelines						Page 11 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



- **Working Hours** – All work will occur between Monday at 7:00am US ET and Friday at 5:00pm US ET. A builder / developer may apply to work on Saturdays from 9:00am to 5:00pm US ET by submitting a request to the ARC via email who will survey the neighborhood to assure minimum impact prior to approving or rejecting the request. No work will occur from 5:00pm US ET on Saturdays to Monday at 7:00am US ET.
- **Construction Vehicles** – Construction vehicles should utilize the entrance on the side the construction is taking place. Construction on the west side of Turtlewood should have vehicles enter from Leonard Street. Construction on the east side of Turtlewood should have vehicles enter from Moore Street. No construction vehicle should cross the marsh on Gray Squirrel from either east to west or west to east. Any damage to the marsh or fines from the City of Southport will be the responsibility of the construction firm and therefore the homeowner. The HOA may fine the homeowner up to \$100 per incident.
- **Damage to Other Properties** – Should damage occur to the property or properties of homeowners or the development (i.e., common areas, sidewalks, curbs, roads, or other areas) the construction company and therefore the homeowner hiring the contractor is responsible for said damages. Should the construction company or homeowner not directly handle the damage either via appropriate compensation or arranging the repair thereof, the HOA may initiate the appropriate compensation needed to rectify the situation via the construction bond and also apply a five (5) percent administrative fee or a minimum \$100 fee. Additional fines may apply.
- **Underground Utilities** – It is the responsibility of the construction firm and therefore the homeowner to assure that all underground utilities are protected. It is the responsibility of the construction firm and therefore the homeowner to call 811 to understand where the utilities are located and to be able to protect them. If those utilities are interrupted or damaged for any reason, it will be the responsibility of the construction firm and therefore the homeowner to take care of any damages incurred. Should the construction company or homeowner not directly handle the damage either via appropriate compensation or arranging the repair thereof, the HOA may initiate the appropriate compensation needed to rectify the situation via the construction bond and also apply a five (5) percent administrative fee or a minimum \$100 fee. Additional fines may apply.
- **Construction Parking** – Parking by construction vehicles for a property should be limited to directly in front of the property or on the property itself. Onsite overnight parking of street legal vehicles (i.e. cars, trucks) is not allowed. Parking on adjacent properties can only occur with the express, written consent of the lot / homeowner. Fines may apply up to \$100 per day per vehicle.

4. Short Term / Long Term Home Rentals

4.1 Long Term Rentals:

Long term rentals are approved by the HOA and defined as rentals where the lease period is equal to or greater than one (1) year. In the case of long-term home rentals, the owner will be required to submit the lessee information to the HOA Board at least thirty (30) days prior to final signature execution of the lease agreement. Should a lease be renewed with a lessee the home owner will again be required to submit the lessee information to the HOA Board at least thirty (30) days prior to final signature execution of the lease agreement.

4.2 Short Term Rentals

Short term rentals (less than a one year lease) are currently not allowed in Turtlewood at Southport.

4.3 Home Owner/ Renter Responsibility

Homeowners and renters are responsible for any and all activity and actions that are part and parcel of the Architectural Design Standards and Guidelines as defined in this document. Actions by a renter will be considered as if they are the homeowner and the homeowner is liable for any and all fines incurred by such actions and/or activity. The homeowner must insert a clause into their rental agreement outlining the renter’s responsibilities regarding the Architectural Design Standards and Guidelines and that the homeowner provide the renter with a copy thereof.

A homeowner is also responsible to perform an inspection of the premises at least every 6 months and submit the results of the inspection to the HOA Board. If issues are found during the inspection, a plan to resolve those issues with a required timeline must be submitted as part of the inspection report.

5. Revision Summary

Version 4.0 / 8 Jun 21:

1. Added Rental Section

Version 5.0 / 12 Dec 22:

1. Added reference to existing home updates to section 2.3 introduction paragraph.
2. Moved section 2.3.20 Short Term / Long Term Home Rentals to Section 4 Short Term / Long Term Home Rentals. Included homeowner responsibility section.
3. Changed the wording for Short Term Rentals (new section 4.2) to define position on short term rentals.
4. Added paragraph for homeowner responsibility for renters in Section 4.
5. Section 3:
 - a. Better defined Port-A-Potty and requirements.

Turtlewood Architectural Design Standards and Guidelines						Page 12 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



- b. Defined responsibility for damage from construction.
- c. Defined responsibility for underground utilities.
- d. Added dumpster / trash containers should be onsite immediately after lot cleaning.
- e. Defined working hours requirements.
- f. Defined responsibility for construction parking.
- 6. Changed name of Form H to Violation Notification – New Construction and added potential lien on property.
- 7. Created Form I, Violation Notification – Existing Home.
- 8. Updated Section 2.2 Building Setbacks to better define units and what is allowed.
- 9. Exterior paint colors, section 2.3.16 updated for coastal colors.
- 10. Updated section 2.3.19 to include solar electrical charging.
- 11. Added section 2.3.21 dealing with storm shutters.
- 12. Added section 2.3.22 regarding drainage swales.
- 13. Added section 2.3.23 for parking on property.
- 14. Added sections 2.3.1 and 2.3.24 for Pre and Post Construction Maintenance.
- 15. Added reference in section 1.1 to the resubmission of plan changes for approval prior to work starting.
- 16. Moved note regarding architectural standards to beginning of section 2.3.

6. Forms Addenda

In the following sections are forms used by the homeowners, ARC, and HOA Board of Directors.

Turtlewood Architectural Design Standards and Guidelines						Page 13 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



6.1 Form A: Preliminary Review Application

Form A (1 page)	Preliminary Review Application
------------------------	---------------------------------------

Application Fees:

New Construction Plan Review Fee:	\$400	This fee covers the cost of plan review and normal inspections. Should additional inspections be required the applicant may be required to pay additional fees.
New Construction Bond Fee:	\$5000	This cash bond must be submitted by the builder prior to plan approval or any clearing or construction. The bond will be returned upon a) Successful final inspection of finished home and landscaping by the ARC; and b) Receipt of Occupancy Permit. This cash bond will be placed in a non-interest-bearing account. Any fines accrued by the builder will be deducted from the construction bond and the builder will be required to replenish the reduced amount within 30 days of said fines so as to maintain a balance of \$5000.

Date:	
Home Site Number:	
Street / Road:	
Owner:	
Address:	
Telephone:	
Architect / Designer:	
Address:	
Telephone / Fax:	
Contractor:	
Address:	
Telephone / Fax:	
Surveyor:	
Landscape Architect / Designer:	
Address:	
Telephone / Fax:	

For Committee Use Only Below This Line

Site plan to scale by registered land surveyor and plan showing all driveways, garages, decks, porches, walkways, and fencing.				
Architectural Questionnaire		Floor Plan		Sample Board
Elevations		Exterior Materials and Colors		Landscape Plan
\$400 New Construction Plan Review Fee		\$5000 New Construction Bond Fee		On-Site Inspections Conducted

Comments:

Approved / Date:	Disapproved / Date:	Note:
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6.2 Form B: Final Review Application

Form B (1 page)	Final Review Application
------------------------	---------------------------------

Date:	
Date of Preliminary Approval:	
Home Site Number:	
Street / Road:	
Owner:	
Address:	
Telephone:	
Architect / Designer:	
Address:	
Telephone / Fax:	
Contractor:	
Address:	
Telephone / Fax:	
Surveyor:	
Landscape Architect / Designer:	
Address:	
Telephone / Fax:	
Utilities / Private Well for Irrigation:	

For Committee Use Only Below This Line				
	Site plan to scale by registered land surveyor and plan showing all driveways, garages, decks, porches, walkways, and fencing.			
	Architectural Questionnaire	Floor Plan	Sample Board	
	Elevations	Exterior Materials and Colors	Landscape Plan	
<u>Comments:</u>				
	Approved / Date:	Disapproved / Date:	Note:	



6.3 Form C: Landscape Architectural Questionnaire

Form C (1 page)	Landscape Architectural Questionnaire
Date:	
Home Site Number:	
Street / Road:	
Owner's Name:	
Address:	
Telephone:	
Landscape Architect / Designer Name:	
Firm:	
Address:	
Telephone / Fax:	
NC Registration Number:	

Has the designer visited the site?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Date of last visit:					
Has the designer read the Master Declaration of Covenants, Restrictions, and Easements, the Protective Covenants, and Architectural Design Standards and Guidelines and designed the site accordingly?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Has the landscape architect attempted to minimize the removal or damage of existing vegetation?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Does the landscape screen undesirable views from dwellings on adjacent properties or properties across the street?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Have exterior spaces and circulation been staked out on the home site (required prior to submitting this form)? Note: Trees to be removed to be tied with orange surveyors tape.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Have drainage requirements been addressed? • How (explain)?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Are any variances from the Architectural Control Committee standards being requested under this application? • If yes, please describe and give reason.	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
Attach proposed plant location, species, and planting size of landscape materials. Also include location, dimensions, and material information for the following: driveways, walks, landscape areas, fences, hardscape areas, and pools.					
To the best of my knowledge, the foregoing statements are true.					
_____ Designer's Signature				Date:	_____



6.4 Form D: Construction Application

Form D (2 pages)	Construction Application
-------------------------	---------------------------------

Date:			
New Construction:		Major Improvements to Existing Structure:	
Home Site Number:			
Street / Road:			
Owner's Name:			
Address:			
Telephone / Fax:			
NC License Number and Classification:			
Architectural Compliance Deposit:			

I, _____, as contractor for the construction project described above, do hereby submit this deposit in good faith to the Turtlewood at Southport Community Architectural Review Committee for assurance that the construction will be implemented in accordance with the final plans approved by the BOARD.

I further agree that:

- a) I have read the Architectural Design Standards and Guidelines, Master Declaration of Covenants, Restrictions, and Easements, and the Protective Covenants and do agree to follow them in full understanding.
- b) I agree to construct and fulfill the plans and specifications as approved for this project in the final review by the Architectural Review Committee (ARC). I understand that any changes to these plans must be approved by the ARC.
- c) At closing, I will accept full and total responsibility for the condition of the lot on all existing and future improvements. I will make repairs to any item damaged during the course of construction and will ensure that the lot and its improvements will pass all inspections required for a Certificate of Occupancy. I will accept full responsibility for the actions of my contractors, suppliers, and / or subcontractors and release Owner / Developer and his contractors, suppliers, and/or subcontractors from any further liability or responsibility with regard to above described site improvements. I understood and agree that both the property lines and the house footprint are to be staked by a registered land surveyor for review by the ARC prior to any construction activities on the lot.
- d) I agree to carry out construction according to the plans and specifications as approved in the final review by the ARC. No changes to these plans will be made without prior approval by the ARC.
- e) 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 the contract.
- f) 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 screening sufficient to block the view of its contents and large enough to accommodate the trash and refuse from my 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 or around 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. I will maintain a chemical toilet at all times at the REAR of the property with sufficient screening of white vinyl lattice to block its view.
- g) For the duration of the construction and upon completion of the building project, I am responsible for a thorough clean up of the construction site daily.
- h) I agree that should I or any other person for whom I am responsible violate any of the terms of the Declaration, these Guidelines or any term of this Agreement, that the ARC may:
 - a. Withdraw my right to enter Turtlewood at Southport to access any lot in the subdivision for construction purposes, and
 - b. That any such entry by me or any other person under my responsibility who should enter upon the streets to pursue a building project will be considered a trespass until such time as the right to enter has been restored by the ARC.
- i) I agree that I will immediately stop construction on the building project at any time should I be directed to do so by the ARC in writing, provided the written notice describes the manner in which I am in violation of this Agreement, the Restrictions, or the Architectural Standards and Guidelines. I further agree that any action I take after notice will be limited to the sole

Turtlewood Architectural Design Standards and Guidelines						Page 17 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



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 stop work order has been lifted by the ARC.

- j) I hereby represent to the ARC that I hold an intermediate or unlimited North Carolina General Contractor's License and that the license number shown at the head of this document is correct, is current and is sufficient to cover and authorize me to carry out the building contract as a general contractor.
- k) I understand the new construction bond in the amount of \$5000.00, which has been submitted to the ARC, will be held by the ARC and should I fail to abide by this Contractor Agreement, the Architectural Standards and Guidelines, and Restrictions, that some or all of the performance (new construction) bond may be retained by the ARC. Should the ARC impose a fine or charge against my performance bond, it shall furnish to me a statement as to why the fine or charge was imposed, together with the amount charged. As a guide, the ARC may impose a fine or charge inclusive of, but not limited to, the following types of violations:
 - a. Failure to control soil run-off into ditches, adjoining lots, or ponds.
 - b. Failure to maintain storm water swales on or adjacent to lot under construction.
 - c. Failure to provide a chemical toilet for the workers use.
 - d. Failure to provide the necessary refuse and trash containers.
 - e. Failure to properly screen the chemical toilet and/or refuse / trash containers from view.
 - f. Failure to empty the refuse / trash containers.
 - g. Removal of trees or shrubs in violation of the Covenants and Guidelines.
 - h. Failure to notify the Contract Administrator in a timely manner for the various inspections.
 - i. Failure to provide proper protection and/or allowing damage to the streets or curbs by the delivery and/or construction vehicles.
 - j. Failure to properly park at the worksite.
 - k. Damage to utilities and / or neighboring properties.
 - l. Working on a property outside of allowed times.
- l) Construction must be completed within 10 months from start date and landscaping must be installed within 90 days of occupancy.

This application, agreement, and deposit made this _____ day of _____, 20____.

By: _____

Signed: _____

Witness: _____

Deposit Date: _____ Amount Received: \$_____ Check No.: _____

Approved by ARC by: _____ Date: _____

Turtlewood Architectural Design Standards and Guidelines						Page 18 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



6.5 Form E: Request for Final Inspection / Deposit Refund

Form E (1 page)	Request for Final Inspection / Deposit Refund
Date:	
Home Site Number:	
Street / Road:	
Owner:	
Address:	
Telephone:	
Architect / Designer:	
Contractor:	
Landscape Architect:	
Requested Date of Inspection:	

I do hereby certify in good faith that the contracted structure on said home site does conform to the Standard Building Codes, Local Codes, and Turtlewood at Southport Architectural Review Committee (ARC) requirements and standards and the final plan as approved by the ARC. All site work, landscaping, cleaning, removal of temporary utilities and repair of damage to rights of way and common areas has been implemented. This constitutes a request for return of Architectural Compliance deposit.

Contractor's Signature: _____ Date: _____

Architect's / Designer's Signature: _____ Date: _____

Landscape Architect's / Designer's Signature: _____ Date: _____

For Committee Use Only Below This Line	
Deposit Returned in Full	Partial Refund
Amount Returned:	\$
Date Returned:	
Authorized By:	
Reason for Withholding:	



6.6 Form F: ARC Request – Minor Architectural Change

Form F (1 page)	ARC Request – Minor Change Application
Date:	
Home Site Number:	
Owner:	
Address:	
Telephone:	
Designer:	
Designer’s Signature / Date:	
Landscape Architect	
Landscape Architect Signature / Date:	
Description of Requested Change:	
Reason for Change:	
Submit form by emailing to turtlewoodhoabod@gmail.com	

For Committee Use Only Below This Line			
On-Site Inspection Conducted		Date:	
Inspected By:			
Inspection Status			
Approved		Conditional Approval	Disapproved
Notes:			
I understand and approve of this change. Signed:			
a.		Date:	
b.		Date:	



6.7 Form G: Mailbox Order Form (No Longer In Use)

This form is no longer used.

Turtlewood Architectural Design Standards and Guidelines						Page 21 of 24			
Date:	1Nov19	20May20	31Jul20	8Jun21	1May23				
Version:	1.0	2.0	3.0	4.0	5.0				



6.8 Form H: Violation Notification – New Construction

Form H (1 page)	Violation Notification – New Construction
Date:	
To:	
From:	Architectural Review Committee Administrator, Turtlewood at Southport

A violation of the Architectural Design Standards and Guidelines, Master Declaration of Covenants, Restrictions, and Easements, and/or the Protective Covenants for the Turtlewood at Southport Home Owner’s Association, Inc. was noted during a property inspection. A fine has been levied for the violation according to the schedule below. The amount of the fine is due immediately. Failure to remit payment may result in a stop work order, reduction of construction bond, hold on future permits, and/or liens on the property. Please avoid violations in the future to avoid additional fines. Please return a copy of this violation notification with your payment.

All residents appreciate your cooperation in keeping Turtlewood at Southport an enjoyable and beautiful place to live.

Violation and Fine Schedule			
Category	Fine	Finding	Amt Due
Lot Maintenance / Trash Containers / Littered Site	\$100.00		
Worker Conduct	\$100.00		
Cleaning paint brushes or dumping of any refuse material on any lot other than subject lot	\$100.00		
Construction equipment; material on adjacent lot.	\$200.00		
No temporary sanitary facility	\$100.00		
Temporary sanitary facility not enclosed	\$100.00		
No commercial trash / refuse receptacle	\$100.00		
Work outside allowed times	\$100.00		
Construction Vehicles Entering Incorrect Entrance	\$100.00		
Damage to Adjacent Sites, Utilities, etc.	\$100.00		
Non-conforming sign(s)	\$200.00		
Damage to natural areas, trees	\$300.00		
Burning	\$200.00		
Unauthorized clearing of lot	\$5000.00		
Unauthorized removal of trees	\$1000.00		
Unauthorized plan change (minor)	\$200.00		
Unauthorized plan change (major)	\$500.00		
Unauthorized exterior finishes (e.g. paint, stain, roofing materials, or design)	Forfeit Construction Bond		
Erosion across sidewalk	\$100.00		
Erosion into street	\$200.00		
Erosion into drainage facilities	\$500.00		
Other:			
Other:			
TOTAL:			
Due By (to avoid other penalties):			
Payment Received (date):			



6.9 Form I: Violation Notification – Existing Home

Form I (1 page)	Violation Notification – Existing Home
Date:	
To:	
From:	Architectural Review Committee Administrator, Turtlewood at Southport

A violation of the Architectural Design Standards and Guidelines, Master Declaration of Covenants, Restrictions, and Easements, and/or the Protective Covenants for the Turtlewood at Southport Home Owner’s Association, Inc. was noted during a property inspection. A fine has been levied for the violation according to the schedule below. The amount of the fine is due immediately. Failure to remit payment may result in a stop work order, hold on future requests, and/or liens on the property. Please avoid violations in the future to avoid additional fines. Please return a copy of this violation notification with your payment.

All residents appreciate your cooperation in keeping Turtlewood at Southport an enjoyable and beautiful place to live.

Violation and Fine Schedule			
Category	Fine	Finding	Amt Due
Site Maintenance / Trash Containers / Littered Site	\$100.00		
House Maintenance			
Worker Conduct	\$100.00		
Cleaning paint brushes or dumping of any refuse material on any lot other than subject lot	\$100.00		
Construction equipment; material on adjacent lot.	\$200.00		
No temporary sanitary facility	\$100.00		
Temporary sanitary facility not enclosed	\$100.00		
No commercial trash / refuse receptacle	\$100.00		
Work outside allowed times	\$100.00		
Construction Vehicles Entering Incorrect Entrance	\$100.00		
Damage to Adjacent Sites, Utilities, etc.	\$100.00		
Non-conforming sign(s)	\$200.00		
Damage to natural areas, trees	\$300.00		
Burning	\$200.00		
Unauthorized clearing of lot	\$5000.00		
Unauthorized removal of trees	\$1000.00		
Unauthorized plan change (minor)	\$200.00		
Unauthorized plan change (major)	\$500.00		
Unauthorized exterior finishes (e.g. paint, stain, roofing materials, or design)	Forfeit Construction Bond		
Erosion across sidewalk	\$100.00		
Erosion into street	\$200.00		
Erosion into drainage facilities	\$500.00		
Other:			
TOTAL:			
Due By (to avoid other penalties):			
Payment Received (date):			



6.10 Form J: Request for Saturday / Overtime Work

Form J (1 page)	Request for Work Hours Approval
------------------------	--

Working Hours: Work by a builder / developer / handyman conducted between Monday at 7:00 am US ET and Friday at 5:00 pm US ET does not require special approval. A builder / developer / handyman may work on Saturdays from 9:00 am to 5:00 pm US ET as long as it is approved by the ARC. Please submit this form to request approval for Saturday work.

NOTE: **NO WORK** may be done weekdays between 5:00 pm and 7:00 am nor on Saturdays before 9am or from Saturday from 5:00 pm until Monday at 7:00 am at all.

Date:			
Home Site Number:			
Street / Road:			
Owner:			
Address:			
Telephone:			
Contractor:			
Contractor Telephone:			
Contractor Email:			
Requested Dates of Saturday Work:	Starting:	Ending:	
Requested Times:			
Reason:			

For Committee Use Only Below This Line			
Neighbor Survey Conducted		Date:	
Conducted By:			
Neighbor Survey Notes			
Approved	Conditional Approval	Disapproved	
<u>Notes:</u>			
Restrictions:			
<u>Communicated to Builder / Home Owner:</u>			