

BRICK LANDING PLANTATION

Architectural Review Committee

Design Guidelines

Greenside Manor Community Addendum

June 8, 2022

ARCHITECTURAL REVIEW COMMITTEE

The Master Declaration of Covenants, Conditions, and Restrictions for Brick Landing Plantation, Brunswick County, North Carolina Part 1, 1 provides the Declarant the right of approval of design and location of improvements, buildings, fences, or other structures. The Declarant assigned this authority to the Master Association. These provisions stipulate that no structure be erected, placed, or altered on any lot until proposed building plans, specifications, exterior color or finish, plat plan, and construction schedule have been approved in writing. Removal, reduction, cutting down, excavation and lowering of trees also require approval. The Master Association established an Architectural Review Committee to assist in the approval process.

The Architectural Review Committee (the "ARC") has been empowered with the responsibility of administering the adopted Design Guidelines to ensure the integrity of the Plantation is held to the high standards expected. To fulfill this responsibility, the Architectural Review Committee reviews all plans for tree alteration, new construction and for improvements to existing residences for approval.

The ARC meets the fourth Wednesday of each month to review all plans and requests for alterations submitted to confirm that each satisfies the specific design criteria established for the plantation. Complete plan submissions must be made available for the ARC members review at least seven (7) days prior to the scheduled meeting. Once plans are approved, the ARC works in conjunction with the property owner to ensure construction is performed in accordance with those approved plans. The Master Association reserves the right to amend the established Design Guidelines from time to time.

PURPOSE OF THE GREENSIDE MANOR COMMUNITY ADDENDUM

The purpose of the Greenside Manor Community Addendum is to establish a revised set of ARC Guidelines to reflect the terms agreed to the Brick Landing Plantation Master Association Board of Directors on June 8, 2022.

PURPOSE OF THE ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee's purpose is quite simple: to ensure the natural beauty of the Plantation is preserved as construction within the Plantation takes place, thereby creating a uniquely developed community allowing for man and nature to live in harmony. Land featuring such a variety of landscapes only Mother Nature can provide, from waterfront property to wandering saltwater marshes to hardwood forests is rare and served as the attraction when the Plantation was conceived. Attention to preserving this beauty is critical to making certain Brick Landing Plantation remains one of the finest communities along the Carolina Coast.

To accomplish the foregoing makes the need to develop these Design Guidelines critical. Implementing such Guidelines and controlling what is built simultaneously puts in place a mechanism to preserve aesthetics and ultimately enhance property values.

ARCHITECTURAL REVIEW COMMITTEE MEMBERSHIP

The Architectural Review Committee is appointed by the Board of Directors of the Master Association and consists of members from various sub-associations within Brick Landing. The chairperson and at least two other members, one of which must be the representative of the particular sub-association whose member is submitting plans/request, must approve all plans for new construction and modifications to existing residences. The ARC may also engage outside consultants, such as architects, contractors and land planners to serve on a non-voting advisory basis to assist in fulfilling its responsibilities.

THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

The ARC reviews all plan for new residential construction and for alterations/additions to existing residences and lots. Plans must be approved by the ARC prior to any work being initiated. Work requiring ARC review and approval as it relates to existing residences is comprehensive in nature and includes a broad scope ranging from physical alterations to the residence, to removing trees from the lot, to exterior painting.

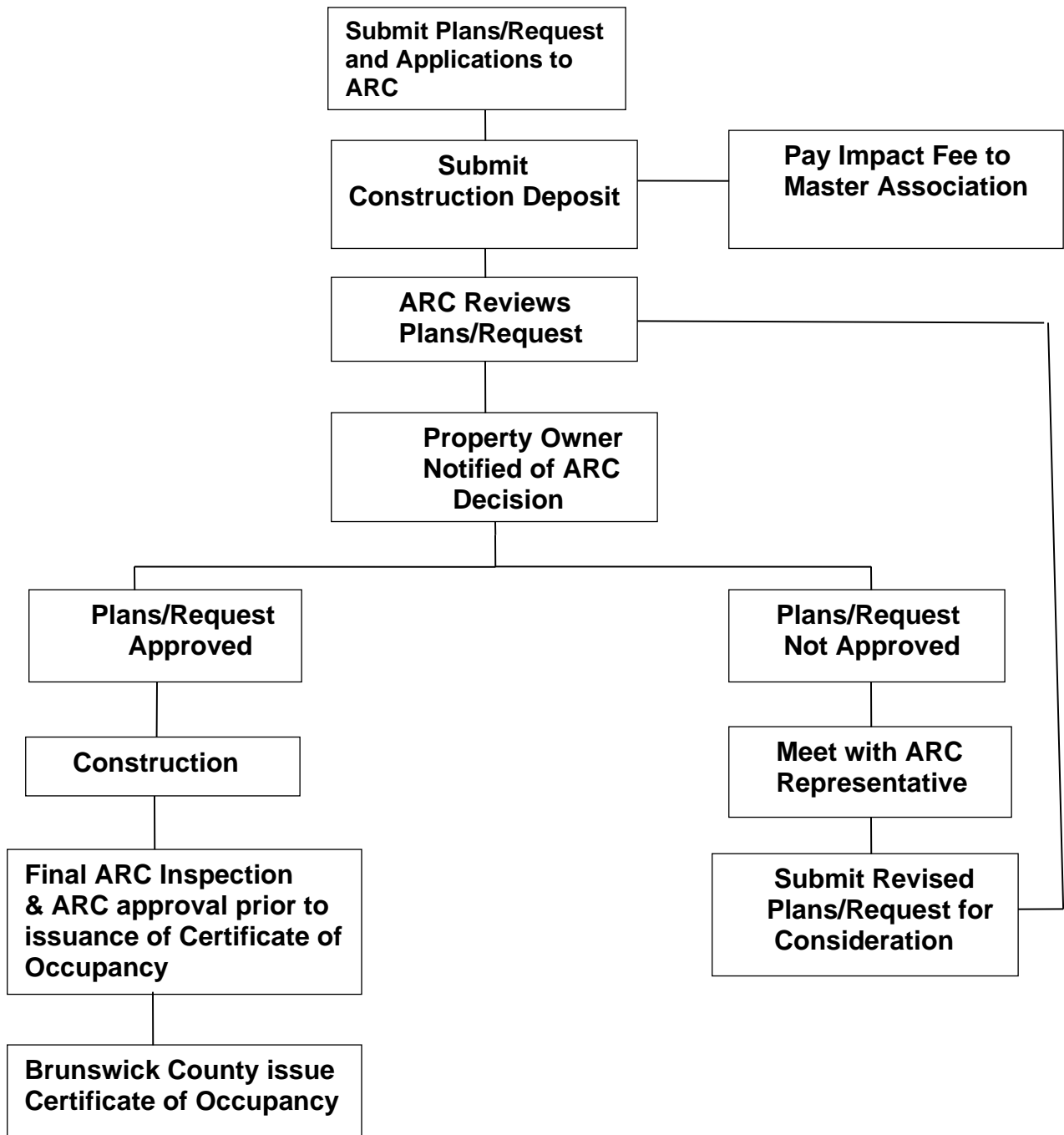
THE ARCHITECTURAL REVIEW COMMITTEE DESIGN GUIDELINES

Section 1: New Construction	4
Section 2: Additions/Alterations	17
Section 3: Miscellaneous Architectural Changes	24

Section I

NEW CONSTRUCTION

ARC REVIEW PROCESS – NEW CONSTRUCTION



Plan/Request Submission

In order for the ARC to consider a request to review plans for new residence construction, an applicant must submit one complete sets of plans (in PDF format), a completed Application for Building Permit and a review fee in the amount of \$500.00 made payable to the Brick Landing Master Community Association.

Impact Fee

All applications for new construction are also to include payment of an Impact Fee in the amount of \$1,750. Payment of this fee should be made to Brick Landing Master Community Association. The purpose of this fee is dedicated solely to satisfy repair and maintenance costs incurred associated with the upkeep of the Plantation's critical infrastructure, specifically storm drainage system and roadways. This fee is non-refundable.

ARC Review and Notification

The assigned community ARC representative will conduct a review of the submitted application and supporting material. Email notification of the ARC's decision is forwarded to an applicant within seven business days from receipt of the application. Plan approval or denial must occur within thirty days of a **fully** completed ARC new home construction package being received by the ARC committee. All items requested by the ARC representative must be included in the new construction package. If this package is not complete it will be returned. If the ARC representative fails to respond within the thirty days of receiving a **fully** completed ARC new home construction package, approval is waived. If plans are approved, the ARC will provide a copy of the signed ARC approval form. Following ARC approval, a copy of the approved ARC application form will be provided to the Owner or Contractor. Approved plans are valid for a period of six months from the date approved. If construction has not commenced within six months, resubmission of plans is required.

If plans are not approved or are conditionally approved, the applicant will receive notification as the reasons for denial or explanations of the conditions for approval. In an effort to obtain the ARC's approval upon this occurrence, owners are encouraged to telephone or meet with the identified ARC representative to gain a full understanding of the reasons why the plans were not approved or approved with conditions.

Construction

Upon completing the foregoing steps, construction of the new residence or alterations/additions to an existing residence may begin. It is the responsibility of both the owner and the contractor to ensure that the construction is completed in accordance with the approved plans. The ARC members or the ARC's delegated agent may periodically inspect the construction site and work. If changes to an approved plan should become necessary during construction, a written request detailing such a change must be given to the ARC. If the change is considered minor, ARC Chairman or any ARC member who reviewed and approved the plans may approve the change. All other proposed changes shall require the ARC's review consistent with the process for initial approval. The applicant will be notified of the process required, or in lieu thereof of the representative's approval within seven (7) business days.

Owners Responsibility

Owners are responsible for ensuring that their architects, designers, and builders comply with all of the provisions of the Master Declaration, the applicable Restrictive Covenants, these Design Guidelines, the

approved plans and all applicable permits. Finally, owners are responsible for obtaining approval of the ARC before making or allowing any changes to previously approved plans.

Final Inspection

Upon completion of construction, the owner shall notify the ARC in writing via email and schedule a final inspection. All construction and landscaping should be complete at the time a final inspection is made by the ARC.

Enforcement of Architectural Review Committee Design Guidelines

The ARC and the Association encourage all property owners to follow the adopted Design Guidelines. These Guidelines have been developed to ensure that construction and design are aesthetically compatible within the community while preserving both the inherent natural beauty found within the community and individual property values. Any work being performed without receiving the ARC's prior approval **will not be tolerated**. A stop work order will be recommended to the Master Association for such work, and the Master Association will pursue appropriate legal remedies.

If contractor fails to comply with any provision of the Master Declaration, the applicable Restrictive Covenants, these Design Guidelines or any requirements of the ARC, enforcement action will be taken by the Master Association. Such action may include stop work orders, fines of \$100 per violation, daily fines of \$100.00 per day ("after date of the Master Association's decision and the conditions") set forth in the Building Agreement of Application.

In the event of an observed or alleged violation, an ARC or Master Association Representative shall issue a notice of violation to the contractor and the owner. Such notice will describe the alleged violation and that a hearing will be held at an upcoming ARC meeting to determine whether a fine will be recommended to the Master Association. A stop work order will also be issued.

After notice of violation has been issued the owner and, if applicable, the contractor will have an opportunity to correct the violation and/or appear before the ARC and either consent to or contest the violation. If the violation is not corrected within five (5) working days of the Notice, the ARC will make a recommendation regarding the violation and an issuance of a fine. If the Owner, the owner's representative or Contractor does not appear at the hearing the ARC will still make a decision. A maximum fine of \$100.00 may be imposed for each violation.

If the violation continues for more than five (5) days after the date of the Master Association decision for issuance of a fine, the Master Association may impose additional fines of \$100.00 for each day without further hearings.

It is the responsibility of the Owner/Builder or owner's representative to notify the ARC Committee in writing within 90 days after issuance of Certificate of Occupancy to request a final inspection. Upon final inspection approval, any damage or repairs will be deducted from the construction deposit, as will any unpaid expenses incurred by the ARC or the Master Association in connection with unapproved construction, to repair damage to any common area or facility, to cleanup the project site, or otherwise with regard to any violation. The amount to the deposit remaining after such deductions if any will be returned without interest.

In the event of a major violation or repeated violations the ARC shall recommend other actions in addition to those described above, which may include increasing the required construction deposit. In addition to the requirements set forth or referred to in these Design Guidelines, contractors and construction workers are subject to suspension of access privileges for violation of rules and regulations or other governing documents applicable to Brick Landing Plantation.

Storm Water Design Requirements

The contractor is responsible for grading and landscaping in a manner that does not cause drainage or storm water run off problems on adjacent properties or common areas

Summary of Construction Plans and Specifications:

The following is a summary of the plans and specifications to be submitted to the ARC for work requiring ARC approval. Each area has been segregated by discipline.

Owner, or Owner's representative and Contractor are required to sign the Site and Building Plans submissions; and any handwritten notes/changes to plans must show initials and date by Owner, Contractor or Owners representative.

Site Plan shall indicate the following:

- Property lines, setback lines, and easements with dimensions shown
- All streets adjacent to lot with street names.
- Any existing utility structures on lot or in adjacent right of ways.
- Any areas to be graded indicating the proposed directional drainage flow
- Outline of exterior house walls, decks, driveways and walks.
- Finish floor elevation of first floor and garage slab.
- Drives and walks with dimensions and materials to be used indicated.
- Proposed garden walls, retaining walls, fences, screens, etc. with dimensions and materials to be used indicated
- Location of pools and/or spas. No above ground pools are permitted.
- Location and description of any other accessory use (dog runs, gazebos, etc.).
- Percent of lot covered by impervious surfaces is required by the ARC.

Exterior Plan shall include the following:

- Roof overhang (dashed line).
- Garage, decks, terraces, steps, stoops and porches dimensions with materials to be used indicated
- Finish floor and garage slab elevations.
- Front, rear, right and left elevations with compass orientation indicated.
- Terraces, walls, decks, vents (roof and foundation), screens for trash and HVAC compressors.
- Any hidden elevation not shown in other drawings.
- Finish floor elevation on each drawing with proposed finish grade line against elevation
- Fascia, trim and handrail details, window and door types.
- Materials and finishes for exterior surfaces.

Construction Landscaping Specifications shall include the following:

- Outline of all structures and site elements shown on the Site Plan.
- Existing trees and vegetation to be preserved.

- Outline of proposed tree and shrub locations showing circular symbols indicating mature shrubs, lawn areas, ground cover and seasonal color areas with quantities and names indicated.
- Natural or mulched areas.
- Any landscape elements (arbors, trellises, fences, walls, steppingstones, etc.).
- Locations of any proposed landscape lighting indicating fixture type, bulb type and bulb wattage.
- Exterior light fixtures including any security lighting.

BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTURAL APPROVAL - NEW CONSTRUCTION

OWNER/PROJECT INFORMATION

Properly Owner(s) Name: _____ Date of Application _____
Lot Unit & Neighborhood: _____ New Construction: _____
Owner(s) Address: _____
Owner(s) Email Address _____
Contractor Name: _____
Contractor Phone: _____
Contractor Address: _____
Contractors Email Address: _____
Architect/Designer Name/Phone: _____
Architect/Designer Address: _____
Architect/Designer Email Address: _____
Projected Construction Start Date: _____
Projected Construction Completion Date: _____

BUILDING DESCRIPTION

Total Square Feet: _____ Total Heated/Cooled Square Feet _____
Number of Stories: _____ Total Livable Heated/Cooled Square Feet: _____
Number of Bedrooms: _____ Garage Square Feet: _____
Number of Bathrooms: _____ Porch (es) Square Feet: _____ Bonus over Garage _____
Total Impervious _____ Total Lot area _____

DOCUMENT CHECKLIST

One complete set of plans (in PDF format using defined minimum scale) and specifications, including:

Site Plan at 1/8"=1' scale _____
Foundation Plan at 1/4"=1' scale _____
Floor Plan at 1/4"=1' scale _____
Elevations at 1/4"=1' scale _____
Construction Specifications _____
Material and Color Samples _____
Landscape Plan at 1/8"=1' scale _____

FEES

Review Fee -	\$500.00	Date Received: _____	Received By: _____
Impact Fee -	\$1,750.00	Date Received: _____	Received By: _____

EXTERIOR FINISHES/MATERIALS**

Material	Manufacturer	Color	
Exterior Walls:	_____	_____	_____
Exterior Doors:	_____	_____	_____
Exterior Windows:	_____	_____	_____
Exterior Trim:	_____	_____	_____
Garage Door(s):	_____	_____	_____
Roof:	_____	_____	_____
Decks/Patios:	_____	_____	_____
Driveways/Parking:	_____	_____	_____

** Samples of all Exterior Finishes/Materials and colors are to be provided with this application for review by the Architectural Review Committee.

AGREEMENT TO ADHERE TO DESIGN GUIDELINES (NEW CONSTRUCTION)

I, _____ (please print) as the contractor responsible to construct the home corresponding thereto hereby acknowledge my full understanding of and agree to abide by the following terms and conditions

1. I have read and fully understand the Master Association Declaration of Covenants, Conditions and Restrictions for Brick Landing Plantation, Brunswick County, and the Design Guidelines Greenside Manor Addendum.
2. I understand that in lieu of a Construction Deposit paid to the HOA for each lot prior to construction, approval from the ARC representative shall be obtained to acknowledge that the house construction is in compliance with the approved ARC plans and specifications and all Architectural Review Guidelines, is a condition precedent to obtaining a Certificate of Occupancy from the Brunswick County Building Inspector.
3. I am responsible to complete the construction in accordance with those plans and specifications approved by the ARC and agree that any changes in plans and specifications can only be made after written approval is granted by the ARC.
4. I accept full responsibility for the conduct of all workers and material men performing services or delivering materials to this project until such time as the job is complete and a certificate of occupancy is issued, and hereby agree to pay for any damage caused by any workers or material.
5. We will maintain a clean construction site at all times and will provide a portable toilet set back a minimum of ten (10) feet from the property line and construction dumpster or an 8' x 8' square screened by lattice enclosure for the duration of the project.
6. We will build and install a mailbox in accordance with the specifications shown in Appendix C of these Guidelines.

Contractor Signature

Date

DESIGN STANDARDS

Building Size

Plantation residences are required to have a minimum heated square footage of space. Minimum heated square footage is defined as the total of all interior areas within the roof line of the dwelling excluding open porches, terraces and like areas. However, up to 200 square feet of the minimum heated square footage, may be provided by covered porches if their roofline forms an integral part of the main dwelling. Unless required by Government/County building code single homes are not permitted to exceed two stories in height, both stories must consist of heated living area. Architectural details increasing height are strictly prohibited on all structures in Brick Landing. All developed lots may have one single level attached accessory building (garage, storage, workshop, etc.) that is approved by the ARC.

Greenside Manor single-family detached residences minimum heated square footage requirements are 1,800 (1,600 if single story).

Impervious requirements per the recorded documents will be strictly enforced by the ARC and violations will be reported to government agency.

Architectural Styles

Brick Landing property owners may choose from a variety of compatible architectural styles that are harmonious with the community theme and image. It is the intent of the ARC to allow for individual preferences of architectural styles as long as they complement each other and the community as a whole. The design for each lot should consider the community theme, the natural site characteristics and the adjacent lots.

Exterior Elevations

It is important for the building's elevations to complement both the surroundings and the neighborhood. In keeping with the neighborhood Image of compatible architectural styles, the exterior materials and colors should be of similar "theme" to adjacent residences. Obtrusive or incompatible colors and materials, which would draw undue attention to specific buildings, are not allowed. Owners are required to include color samples when applying for a building permit from the ARC.

Approved exterior siding materials are:

- Brick
- Stucco
- Hardy Plank Weather Boards
- Cedar shakes
- Wood siding
- Stone

Approved window and trim materials are:

- Vinyl
- Aluminum: painted
- Wood: painted or stained

The ARC on a case-by-case basis may consider other materials. The ARC shall in its sole discretion determine the appropriateness of all proposed exterior materials and colors for all construction.

Entry

The primary entrance to the home should have a sense of prominence that differentiates it from other entrances to the house. This can be accomplished by appropriately detailing the entrance and its

walkway access. The primary entrance should be sheltered on the exterior and should have a prominent single or double door consistent with the home's architecture.

Roofs

Due to a roof's prevalence, colors should be compatible with the home and its facade. Further, the roof should be harmonious with the property's landscape and material setting. Roof vents and accessories should not be located on the front elevation and must be painted to match the roof color. Gutters and down spouts shall match the fascia trim color or shall be copper. Flue pipes are required to be cased in a chimney enclosure that matches exterior wall materials. A minimum roof pitch of 6/12 is required. Roof materials may be wood shakes, asphalt shingles (25 year or better), slate or standing seam metal. ARC may consider other materials on a case-by-case basis.

Patios, Terraces, and Decks

Outdoor living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the home. Railings should be designed to ensure safety and be consistent with the architectural character of the home. Patio and terrace surfacing materials should be concrete, stone or pavers.

Garages

Efforts to allow for side entry garages should be made. However, it is recognized that not all lots are conducive to allow for such. Garage doors and its accenting should contain detailing consistent with the home's trim work to reduce the prominence of the garage. Owners are also encouraged to use natural vegetation to assist in screening driveways and garage doors. All single-family residences shall contain sufficient garage space to house two (2) cars at any one time. All garage doors must be a minimum standard one car garage in size (if two doors) or a minimum standard two car door (if one door). Approval for more than two car garage must have prior written approval of the ARC.

Fences

Fences and walls must be compatible with architectural style of the house and must be shrouded primarily with evergreen plantings. Fencing is not permitted to back up to main roads without prior approval of the ARC and must include a plan to shroud the fence from view. In addition, the ARC may require fencing along main roads to be moved away from lot lines to shroud properly from view. Lack of adequate screening on the exterior of fencing will result in non approval of the final inspection. Perimeter fencing around the entire lot is not allowed. Split rail, chain link, or welded wire fencing are not allowed. To preserve the Plantation's natural beauty, the ARC discourages owners from building fences around their residence. Instead, owners are encouraged to use natural screening in place of fences and to hide such things as equipment, propane tanks and trash receptacles. Approved dog runs, pet pens, etc. must be properly screened from the Plantation's private roadways, adjacent homes/lots and the golf course. All fences are required to be placed no less than 4-6 inches from the inside of the property line. Lanais or any type of screening around pools is strictly prohibited. If fencing is to be included as part of the new construction project, new fence installation requirements provided in Section 3 of these guidelines must be followed.

Walls and fences must maintain a reasonable scale to the house and not block desirable views or negatively impact adjacent lots. Walls must be constructed of the same material and color as the exterior of the home.

No lot adjoining the golf course property shall have a fence or other obstruction situated in the area of the Golf Course Maintenance Easement Area, unless approved in writing by the ARC Representative.

Site Design

Building Setbacks

Maintaining minimum building setbacks from the property lines is considered critical in retaining a plantation lifestyle. A summary of adopted minimum setbacks for all single-family detached residences is provided below:

Front Yard	Side Yard	Rear Yard	Rear Yard Abutting Golf Course	Corner Lots Side Yard on Street
15'	Greater of 10% of narrowest lot width or a minimum of 7.5 feet	10'	30'	30'

To the extent certain setbacks are not possible due to a particular lot's size or configuration, the ARC will work with an owner to achieve desirable setbacks. In case of different setback requirements or guidelines, the most stringent provisions apply.

Drainage

Extensive lot grading is discouraged as it may destroy vegetation on the lot being graded and on a neighboring lot. Further, extensive grading can be visually disruptive to the natural character of the land. Areas with little slope may require subsurface drainage solutions. Individual lot drainage must be designed to integrate into the Brick Landing Plantation master storm water plan. Directing runoff to adjacent lots shall be avoided. If you are building in a flood zone, you should contact your insurance company regarding flood insurance and appropriate government authorities concerning compliance with governmental standards for construction in such areas.

Utilities

To provide a more aesthetically pleasing feature, all utility services within Brick Landing Plantation have been installed underground with the exception of such equipment as transformers and junction boxes. This above ground equipment has been located at lot lines in most cases. Owners are encouraged to incorporate landscape screening around these facilities to reduce their visual impact. However, it is important not to block service access doors or fire hydrants with landscape materials and the root systems of such plant materials must be considered to eliminate damage to equipment.

Driveways and Walkways

Owners should ensure driveways and walkways are carefully designed for ease of circulation and aesthetics. All parking and garage door areas should be screened from streets and adjacent lots with landscape materials as much as possible. Keep in mind that enlarging driveway connection points and walk areas at the base of steps allows for easier flows.

Landscape

The ARC and the Plantation strongly encourage owners to use landscaping to complement construction and to integrate the house with the natural characteristics of the lot. The use of landscape materials to define outdoor spaces that are varied in size, materials, color, light levels, fragrances, and textures also creates an aesthetically pleasing feature to be enjoyed by the owner and neighbors. Property owners are

encouraged to consult with a landscape architect to assist them in the preparation of professionally designed landscape plans.

Landscapes should be planned to incorporate and preserve natural lot features. Any tree that is to be cleared from the lot for house construction should be evaluated for transplant potential to another location on the lot. Mature trees can be economically transplanted with today's mechanical/tree spades. Plant materials grouped in the same planting beds should vary in form, texture, color, etc., but should have similar requirements for things such as soil conditions, water, sunlight, etc.

Irrigation systems are strongly recommended. Automated irrigation systems properly installed allow owners to deliver a prescribed amount of water to each landscape area according to its needs. Irrigation systems should be zoned according to available water pressure and the water requirements of the various landscape areas.

Lawns require more water than trees and shrubs and therefore should be zoned separately. Irrigation heads should be located to direct spray patterns away from neighbor's property, drives, walks and streets to reduce the potential for surface staining and spraying people and cars. If an irrigation system is to be installed for any residence, an irrigation plan must be submitted to the Architectural Review Committee for approval with the landscape plan.

To quickly establish a completed landscape appearance, all new lawns must be sodded in the front, and sides to the curb. It is the responsibility of each homeowner to maintain his landscape, including the area adjacent to his lot within a street right of way, in a healthy and attractive manner. The Brunswick County Agricultural Extension Service can provide free publications on the maintenance of trees, shrubs and lawns in this area.

Landscape Lighting

Well-designed exterior lighting can add a dramatic touch to a home site. The key to a successful lighting system is the proper placement of the correct fixtures to produce the desired lighting effects. Landscape lighting includes up lighting, down lighting, back lighting, shadowing and accent lighting among plants and garden elements. The lighting source should be hidden so that only the effect of the light on the subject is seen.

The proper illumination levels of landscape lighting are essential to a successful lighting scheme. All exterior lighting should be installed so as not to disturb neighbors or impair vision of traffic on adjacent streets. Colored lights are prohibited.

Mailboxes

Mail delivery service is provided directly to homes in this community. Therefore, it is necessary to install an approved mailbox for the U.S. Postal Service. The Contractor must install an approved mailbox with a 6" x 6" post in accordance with the specifications as illustrated in Appendix D of these guidelines.

Signs

No signs may be erected on any lot without the consent of the ARC or as specifically allowed in the Declarations for Brick Landing.

Lot Markers

A special lot marker has been designed to display lot numbers prior to house construction. No other lot marker style is allowed.

Street Signs

The street signs in Brick Landing Plantation have been designed to complement the community's theme. Sign replacements or additional street signs must be constructed in accordance with the approved sign design. Subcontractor and product identification signs are not allowed. No sign may be nailed to a tree. design. Subcontractor and product identification signs are not allowed. No sign may be nailed to a tree.

Construction Guidelines

Construction guidelines for New Construction are provided in Appendix A

Section II

ALTERATIONS/ADDITIONS

Major Alteration/Addition

A major alteration/addition is defined as any structural changes or material changes (roof composition, roof line, siding, additions, bump outs, garage doors, including energy devices such as solar panels, wind devices, propane tanks, electronic devices such as satellite ground stations, antennas, microwave, chimneys, new sidewalks, exterior handicapped facilities, would require approval, exterior color changes including siding trim, and including external doors. Replacement of existing driveway with new materials such as pavers, asphalt versus concrete, stone paths, additional off-street parking paths, as well as cutting the rolled curbs and replacement with driveway unencumbered aprons.

Minor Alteration

A minor alteration is defined as the maintenance of existing facilities such as equivalent replacement or repairs i.e., "like for like" such as concrete driveways and sidewalks if the footprint is the same. Replacement of soil lines, water lines, power lines with same footprint should not require permission, but approval should be encouraged with no fees. Installation of a new irrigation system or modifications or repairs to an existing irrigation system is also considered a minor alteration.

If it is unclear whether a planned action is a major or minor alteration, the ARC representative shall make the determination with the assistance of the ARC Committee.

Plan Request/Submission

For the ARC to consider a request to review plans for alterations/additions to an existing residence, an applicant must define the scope of work on the Application for Architectural Approval. The ARC representative will define what materials supporting the work must be included with the application. These materials may include contractor drawings, or hand drawn representations of the work planned. Upon identification of necessary support documentation, a completed Application for Building Permit and a review fee in the amount of \$500.00 for major alterations/additions and \$250.00 for minor alterations will be submitted to the ARC representative. Painting a house, the same color as the original requires no fee but ARC approval.

**BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTUAL APPROVAL – ALTERATION/ADDITION**

OWNER/PROJECT INFORMATION

Properly Owner(s) Name: _____ Date of Application _____
Lot Unit & Neighborhood: _____
Owner(s) Plantation Address: _____
Owner(s) Email Address: _____
Contractor Name: _____
Contractor Phone: _____
Contractor Address: _____
Contractor Email Address: _____
Architect/Designer Name/Phone: _____
Architect/Designer Address: _____
Architect/Designer Email Address: _____
Projected Construction Start Date: _____
Projected Construction Completion Date: _____

Define Scope of Work below or attach a separate sheet to the application:

FEES

Major Alteration:

Review Fee - \$500.00 Date Received: _____ Received By: _____

Minor Alteration:

Review Fee - \$250.00 Date Received: _____ Received By: _____

EXTERIOR FINISHES/MATERIALS (As applicable)

Material	Manufacturer	Color
Exterior Walls:	_____	_____
Exterior Doors:	_____	_____
Exterior Windows:	_____	_____
Exterior Trim:	_____	_____
Garage Door(s):	_____	_____
Roof:	_____	_____
Decks/Patios:	_____	_____
Driveways/Parking:	_____	_____

AGREEMENT TO ADHERE TO DESIGN GUIDELINES

I, _____ (please print) as owner of the property described more fully on this application, and I, _____ (please print) as the contractor responsible to construct the improvements corresponding thereto hereby acknowledge my full understanding of and agree to abide by the following terms and conditions

1. I have read and fully understand the Master Association Declaration of Covenants, Conditions and Restrictions for Brick Landing Plantation, Brunswick County, and the Design Guidelines as set forth by the Architectural Review Committee
2. We are responsible to complete the construction of the improvements in accordance with those plans and specifications approved by the ARC and agree that any changes in plans and specifications can only be made after written approval is granted by the ARC. Any deviation from of the improvements with those plans and specifications approved by the ARC will be subject to a \$100 fine in accordance with the Brick Landing Plantation Policy and Procedures.
3. We accept full responsibility for the conduct of all workers and material men performing services or delivering materials to this project until such time as the job is complete and a certificate of occupancy is issued, and hereby agree to pay for any damage caused by any workers or material.
4. We will maintain a clean construction site at all times.

This Agreement, Application for ARC approval made and entered into on this _____ day of _____ 202__

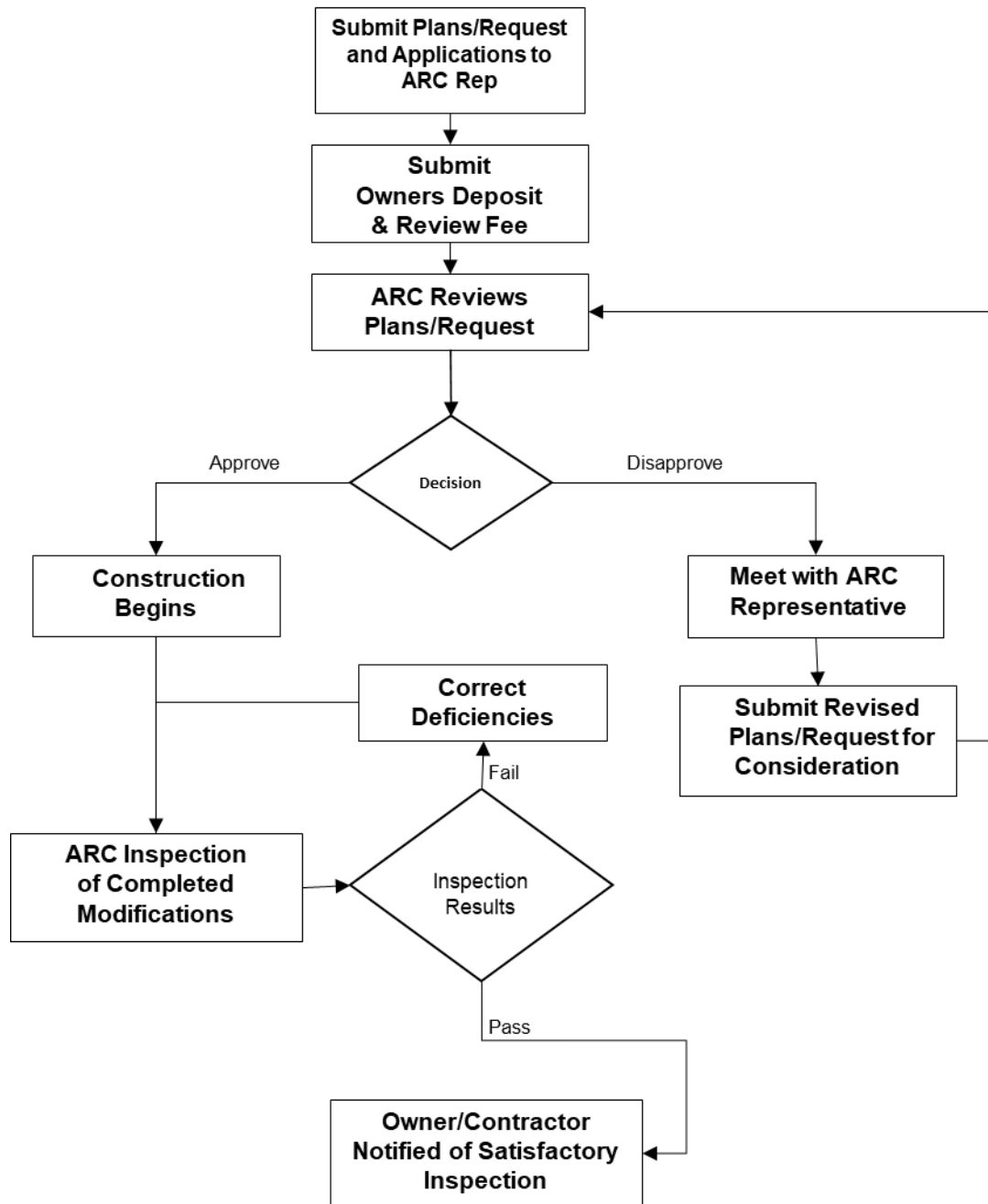
by _____ (Property Owner) and _____ (Contractor)

on behalf of and in favor of the Architectural Review Committee.

Contractor Signature

Property Owners Signatures

ARC REVIEW PROCESS (MAJOR ALTERATION/ADDITION)



Exterior Modifications

It is important for any modifications to complement both the surroundings and the neighborhood. In keeping with the neighborhood Image of compatible architectural styles, the exterior materials and colors should be of similar "theme" to adjacent residences. Obtrusive or incompatible colors and materials, which would draw undue attention to specific buildings, are not allowed. If applicable, owners may be required to include color samples when submitting the application for architectural approval to the ARC.

Approved exterior siding materials are:

- Brick
- Stucco
- Hardy Plank Weather Boards
- Cedar shakes
- Wood siding
- Stone

Approved window and trim materials are:

- Vinyl
- Aluminum: painted
- Wood: painted or stained

The ARC on a case-by-case basis may consider other materials. The ARC shall in its sole discretion determine the appropriateness of all proposed exterior materials and colors for all construction.

Commencement of work

Upon completing the foregoing steps, alterations/additions to an existing residence may begin. It is the responsibility of both the owner and the contractor to ensure that the construction is completed in accordance with the approved plans. The ARC members or the ARC's delegated agent may periodically inspect the construction site and work. If changes to an approved plan should become necessary during construction, a written request detailing such a change must be given to the ARC. If the change is considered minor, ARC Chairman or any ARC member who reviewed and approved the plans may approve the change. All other proposed changes shall require the ARC's review consistent with the process for initial approval. The applicant will be notified of the process required, or in lieu thereof of the representative's approval within seven (7) business days.

Owners Responsibility

Owners are responsible for ensuring that their architects, designers, and builders comply with all the provisions of the Master Declaration, the applicable Restrictive Covenants, these Design Guidelines, the approved plans and all applicable permits. Finally, owners are responsible for obtaining approval of the ARC before making or allowing any changes to previously approved plans.

Final Inspection

Upon completion of construction, the owner shall notify the ARC and schedule a final inspection. All work must be complete at the time a final inspection is made by the ARC. A signed copy of the completed application noting satisfactory completion of the final inspection will be provided to the owner.

Alteration/Addition Work Guidelines

Work guidelines for new alterations/additions are provided in Appendix B

Enforcement of Architectural Review Committee Design Guidelines

The ARC and the Association encourage all property owners to follow the adopted Design Guidelines. These Guidelines have been developed to ensure that construction and design are aesthetically compatible within the community while preserving both the inherent natural beauty found within the community and individual property values. Any work being performed without receiving the ARC's prior approval **will not be tolerated**. A stop work order will be recommended to the Master Association for such work, and the Master Association will pursue appropriate legal remedies.

If a property owner or contractor fails to comply with any provision of the Master Declaration, the applicable Restrictive Covenants, these Design Guidelines or any requirements of the ARC, enforcement action will be taken by the Master Association. Such action may include stop work orders, fines of \$100 per violation, daily fines of \$100.00 per day ("after date of the Master Association's decision and the conditions") set forth in the Building Agreement of Application.

In the event of an observed or alleged violation, an ARC or Master Association Representative shall issue a notice of violation to the contractor and the owner. Such notice will describe the alleged violation and that a hearing will be held at an upcoming ARC meeting to determine whether a fine will be recommended to the Master Association. A stop work order will also be issued.

After notice of violation has been issued the owner and, if applicable, the contractor will have an opportunity to correct the violation and/or appear before the ARC and either consent to or contest the violation. If the violation is not corrected within five (5) working days of the Notice, the ARC will make a recommendation regarding the violation and an issuance of a fine. If the Owner, the owner's representative or Contractor does not appear at the hearing the ARC will still make a decision. A maximum fine of \$100.00 may be imposed for each violation.

If the violation continues for more than five (5) days after the date of the Master Association decision for issuance of a fine, the Master Association may impose additional fines of \$100.00 for each day without further hearings.

It is the responsibility of the Owner/Builder or owner's representative to notify the ARC Committee in writing within 90 days after issuance of Certificate of Occupancy (if applicable) to request a final inspection. Upon final inspection approval, any damage or repairs will be deducted from the construction deposit, as will any unpaid expenses incurred by the ARC or the Master Association in connection with unapproved construction, to repair damage to any common area or facility, to clean up the project site, or otherwise with regard to any violation. The amount to the deposit remaining after such deductions if any will be returned without interest.

In the event of a major violation or repeated violations the ARC shall recommend other actions in addition to those described above, which may include increasing the required construction deposit. In addition to the requirements set forth or referred to in these Design Guidelines, contractors and construction workers are subject to suspension of access privileges for violation of rules and regulations or other governing documents applicable to Brick Landing Plantation.

Section III

MISCELLANEOUS ARCHITECTURAL CHANGES

Miscellaneous Architectural Changes

This section addresses common areas of architectural changes that cannot be categorized as new construction or alterations/additions. Three common types of these changes are:

- Fences/Walls
- Utility Sheds
- Tree removal
- Solar Panels
- Electric Vehicle Charging Stations

If the planned modification does not easily fit into any of the above changes, the ARC representative shall make provide amplifying information on how to proceed.

Plan Request/Submission

Each category of changes has unique requirements associated with materials necessary to review and approve the application. Requirements are addressed in the below applicable sections. For the ARC to consider a request to review plans for miscellaneous architectural changes, an applicant must define the scope of work on the Application for Architectural Approval. The ARC representative will define what materials supporting the work must be included with the application. These materials may include contractor drawings, or hand drawn representations of the work planned. Upon identification of necessary support documentation, a completed application will be submitted to the ARC representative.

Violation of Application Specifications

Failure to comply with the BLP Architectural Guidelines application and approval process including completion of work which is not in accordance with the scope of work defined in the ARC application will be subject to a \$100 fine in accordance with the Brick Landing Plantation Policy and Procedures.

Fences and Walls

Fences and walls must be compatible with architectural style of the house and must be shrouded primarily with evergreen plantings. Fencing is not permitted to back up to main roads without prior approval of the ARC and must include a plan to shroud the fence from view. In addition, the ARC may require fencing along main roads to be moved away from lot lines in order to shroud properly from view. Lack of adequate screening on the exterior of fencing will result in non-approval of the final inspection. Perimeter fencing around the entire lot is not allowed. Split rail, chain link, or welded wire fencing are not allowed. In order to preserve the Plantation's natural beauty, the ARC discourages owners from building fences around their residence. Instead, owners are encouraged to use natural screening in place of fences and to hide such things as equipment, propane tanks and trash receptacles. Approved dog runs, pet pens, etc. must be properly screened from the Plantation's private roadways, adjacent homes/lots and the golf course. ***All fences are required to be placed no less than 4-6 inches from the inside of the property line.*** Lanais or any type of screening around pools is strictly prohibited.

Walls and fences must maintain a reasonable scale to the house and not block desirable views or negatively impact adjacent lots. Walls must be constructed of the same material and color as the exterior of the home.

No lot adjoining the golf course property shall have a fence or other obstruction situated in the area of the Golf Course Maintenance Easement Area, unless approved in writing by the ARC Representative.

BRICK LANDING PLANTATION **APPLICATION FOR ARCHITECTUAL APPROVAL – FENCE & WALL INSTALLATION**

Name_____

Address_____

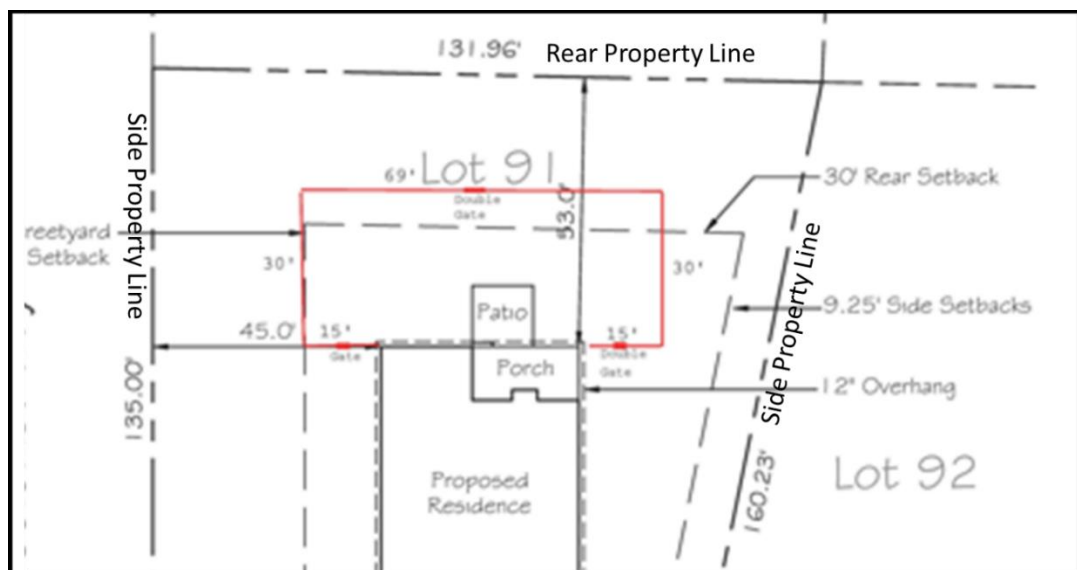
ARC Guidelines: Fences and walls must be compatible with architectural style of the house and must be shrouded primarily with evergreen plantings. Fencing is not permitted to back up to main roads without prior approval of the ARC and must include a plan to shroud the fence from view. In addition, the ARC may require fencing along main roads to be moved away from lot lines in order to shroud properly from view. Lack of adequate screening on the exterior of fencing will result in non-approval of the final inspection. ***Perimeter fencing around the entire lot is not allowed. Split rail, chain link, or welded wire fencing are not allowed. All fences are required to be placed no less than 4-6 inches from the inside of the property line*** to provide for the placement of the plantings on the Outside of the fence locations and the landscape plantings for screening.

No lot adjoining the golf course property shall have a fence or other obstruction situated in the area of the Golf Course Maintenance Easement Area, unless approved in writing by the ARC Representative

Fence/Wall Details:

Material	Color	Style

Scope of Work: Provide a site plan (or equivalent drawing) which shows the proposed fence/wall location (and dimensions in linear feet) in relationship to the footprint of the home and relationship to property lines. Provide digital image of proposed fence/wall style. See example below:



AGREEMENT TO ADHERE TO DESIGN GUIDELINES

I, _____ (please print) as owner of the property described more fully on this application, and I, _____ (please print) as the contractor responsible to construct the fence/wall corresponding thereto hereby acknowledge my full understanding of and agree to abide by the following terms and conditions

1. I have read and fully understand the Master Association Declaration of Covenants, Conditions and Restrictions for Brick Landing Plantation, Brunswick County, and the Design Guidelines as set forth by the Architectural Review Committee
2. We are responsible to complete the construction of the improvements in accordance with those plans and specifications approved by the ARC and agree that any changes in plans and specifications can only be made after written approval is granted by the ARC. Any deviation from of the improvements with those plans and specifications approved by the ARC will be subject to a \$100 fine in accordance with the Brick Landing Plantation Policy and Procedures.
3. We accept full responsibility for the conduct of all workers and material men performing services or delivering materials to this project until such time as the job is complete and a certificate of occupancy is issued, and hereby agree to pay for any damage caused by any workers or material.
4. We will ensure that the job site is maintained in a neat and clean manner at all times.

This Agreement, Application for ARC approval made and entered into on this _____ day of _____ 202__

by _____ (Property Owner) and _____ (Contractor)

on behalf of and in favor of the Architectural Review Committee.

Contractor Signature

Property Owners Signatures

**BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTURAL APPROVAL – UTILITY SHEDS**

Name_____

Address_____

ARC Guidelines: No metal or plastic sheds are allowed. The size will be no greater than 10x12, gable roof, single story in height and be placed no closer than 3' to the property line with proper anchorage. It is preferable that the shed be constructed of similar material as the house (hardy board or wood) and be painted the same color of the house. Vinyl siding is also acceptable.

Note: Individual sub-association By-Laws or Covenants, Conditions and Restrictions may prohibit the installation of utility sheds.

Utility Shed Details:

Exterior Material	Color	Style
		Provide digital image

Scope of Work: Provide a site plan (or equivalent drawing) indicating the proposed utility shed location (and dimensions in linear feet) in relationship to the footprint of the home and relationship to property lines. Provide digital image of proposed shed style.

ARC APPROVAL _____ **DATE** _____

**BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTURAL APPROVAL – TREE REMOVAL**

Name_____

Address_____

Trees to be removed: number_____

Front yard_____ Back yard _____ Left side _____ Right side _____

ARC Guidelines: No trees measuring three (3) inches or more in diameter at a point two (2) feet above ground level may be removed without the written approval of the ARC Representative. Removal guidelines may include but not limited to:

- Dead or diseased
- Property risk - Size and location of tree a risk to the home should the tree fall during the storm
 - Roots causing damage to sidewalks, driveways or house foundation
- Nuisance tree - Acorns, gum trees, etc. Trees that create a maintenance hardship
- Appearance – e.g. The tree is shading an area of the property that is preventing growth of grass or landscaping. In this example, trimming should be the first approach to remedy the condition.

ARC APPROVAL _____ **DATE** _____

**BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTUAL APPROVAL – SOLAR PANEL INSTALLATION**

Name_____

Address_____

ARC Guidelines: A copy of the Brunswick County work permit for installation of the solar panels must be provided to the ARC Representative prior to work commencement.

ARC APPROVAL _____ **DATE** _____

AGREEMENT TO ADHERE TO DESIGN GUIDELINES

I, _____ (please print) as owner of the property described more fully on this application, and I, _____ (please print) as the contractor responsible for the installation of solar panels corresponding thereto hereby acknowledge my full understanding of and agree to abide by the following terms and conditions

5. I have read and fully understand the Master Association Declaration of Covenants, Conditions and Restrictions for Brick Landing Plantation, Brunswick County, and the Design Guidelines as set forth by the Architectural Review Committee
6. A copy of the Brunswick County work permit is provided with this application.
7. We will ensure that the job site is maintained in a neat and clean manner at all times. Failure to comply will be subject to a \$100 fine in accordance with the Brick Landing Plantation Policy and Procedures.
8. We accept full responsibility for the conduct of all workers and material men performing services or delivering materials to this project until such time as the job is complete and hereby agree to pay for any damage caused by any workers or material.

This Agreement, Application for ARC approval made and entered into on this _____ day of _____ 202__

by _____ (Property Owner) and _____ (Contractor)

on behalf of and in favor of the Architectural Review Committee.

Contractor Signature

Property Owners Signatures

BRICK LANDING PLANTATION
APPLICATION FOR ARCHITECTURAL APPROVAL – ELECTRIC VEHICLE (EV) EXTERNAL CHARGING STATION

Name_____

Address_____

ARC Guidelines: A copy of the Brunswick County work permit for installation of an external EV Charging Stations must be provided to the ARC Representative prior to work commencement.

ARC APPROVAL _____ **DATE** _____

AGREEMENT TO ADHERE TO DESIGN GUIDELINES

I, _____ (please print) as owner of the property described more fully on this application, and I, _____ (please print) as the contractor responsible for the installation of external EV Charging Station corresponding thereto hereby acknowledge my full understanding of and agree to abide by the following terms and conditions

9. I have read and fully understand the Master Association Declaration of Covenants, Conditions and Restrictions for Brick Landing Plantation, Brunswick County, and the Design Guidelines as set forth by the Architectural Review Committee
10. A copy of the Brunswick County work permit is provided with this application.
11. We will ensure that the job site is maintained in a neat and clean manner at all times. Failure to comply will be subject to a \$100 fine in accordance with the Brick Landing Plantation Policy and Procedures.
12. We accept full responsibility for the conduct of all workers and material men performing services or delivering materials to this project until such time as the job is complete and hereby agree to pay for any damage caused by any workers or material.

This Agreement, Application for ARC approval made and entered into on this _____ day of _____ 202__

by _____ (Property Owner) and _____ (Contractor)

on behalf of and in favor of the Architectural Review Committee.

Contractor Signature

Property Owners Signatures

Appendix A

ARCHITECTURAL REVIEW GUIDELINES

NEW CONSTRUCTION REGULATIONS

In the interest of safety and ensuring an appealing community environment for residents and visitors is maintained, construction guidelines have been developed for Brick Landing Plantation to control all construction activities. A summary of general regulations as well as regulations to be adhered prior to and after construction are presented herein for your convenience.

General Regulations

Construction Schedule

All construction must be completed within twelve (12) months of the initiation of construction. All construction must begin within 6 months of ARC approval of plans or plans must be resubmitted (with \$500.00 resubmission fee). Construction must begin immediately upon the clearing of lot. The Contractor must request an extension if unexpected construction delays are encountered. Landscaping in accordance with the approved landscape plan must be completed within sixty (60) days of receiving county certificate of occupancy and prior to obtaining the ARC's final approval.

Builder Requirements and Construction Compliance

All builders of residences in Brick Landing Plantation must be licensed by the State of North Carolina. A North Carolina Residential Builders License is the minimum licensing requirement. All construction must comply with State and local codes.

Construction Entrance

Construction workers and material men are required to use the back entrance to the Plantation (sr1155). The primary community entrance (NC 179) is closed to construction traffic.

Contractor Signs

The General Contractor may post the standard identification sign and permit sign on a lot during construction on the lot. Signs are to be single sided and be 2' wide by 2' high (See Declaration Part I, II). All signs must be removed by the date of submission of the Certification of Occupancy to obtain refund of deposit(s). Subcontractors and material suppliers may not place signs.

Fires

Fires are not allowed on a lot at any time without first receiving the ARC's approval.

Working Hours

Working hours for all construction activities are as follows:
Monday through Friday, 7:00 AM to 7:00 PM
Saturday, 8:00 AM to 5:00 PM

Conduct of Workers

The conduct of all workers is the responsibility of the Owner and General Contractor. Loud vehicles, radios, tape players, etc. which can be disturbing will not be tolerated. Posted speed limits must be adhered to. Workers must pick up all trash at the end of each workday.

BEFORE CONSTRUCTION

Plan Approval and Site Inspection

No lot clearing or other construction activities may begin until the ARC has approved all plans, has completed its site inspection has provided written notice to the owner of its approval and has received a signed agreement to Adhere to Design Guidelines from the Contractor/Owner. The ARC is to be notified when construction has begun to establish a start date.

Permits, Fees

Owners and contractors are responsible for obtaining required governmental building permits and paying the associated fees prior to beginning any construction activities.

Temporary Facilities

Each building site is required to provide a job toilet for the workers. It must be set back at least ten (10) feet from the property line in an inconspicuous location and be screened by lattice work. The door must face away from the street and any existing residences. Temporary power poles shall be installed plumb and shall not be used for posting signs. Slit fences and other erosion control devices should be installed prior to any grading activities. The ARC must approve construction office trailers and storage facilities.

Tree Protection

The existing trees on the site represent one of the community's most valuable assets. All trees greater than or equal to 3" in circumference at 2' above ground level are considered protected and should not be damaged during construction activities. A barrier is required around the drip line of individual trees or tree groupings that are to be preserved to reduce root compaction and other physical damages.

DURING CONSTRUCTION

Site Maintenance

The Contractor is responsible for ensuring that the job site is maintained in a neat and clean manner at all times and keeping the roads clean from any mud, dirt, debris, etc. Materials must be stored within the property lines maintaining a clear street right-of-way. Adjacent lots or common areas may not be used for parking or materials storage. Construction equipment shall be kept on the site and off the street. Vehicles parked on the street right-of-way during construction shall not impede safe traffic flow. Washing of vehicles (concrete trucks, etc.) shall occur on-site and not in the streets. Excess concrete shall not be dumped on adjacent lots, common areas, or street right-of-ways.

Tree Protection

No vehicles shall be parked or materials stored inside the protective tree fencing. Construction cleaning solvents and all other chemical materials inside this fencing is prohibited. No boards or signs shall be nailed to any tree.

Parking

All parking of workers cars shall be on-site or parked neatly along the roadway. At no time should cars park on the grass shoulders or on the curbing. No parking or driving across the common areas adjoining Landing Boulevard is permitted.

Sediment and Erosion Control

Streets shall be kept free of mud, silt and debris from construction traffic. Sedimentation and erosion control facilities on the lot shall be maintained so that they function properly.

Clean-up

Upon completion of construction activities, all building debris shall be removed from the site and surrounding areas.

Temporary Facilities

All temporary facilities shall be removed upon completion of construction activities. The builder identification signs shall be removed within ten (10) days of receiving a certificate of occupancy from the County.

Final Inspection by Architectural Review Committee

ALL VIOLATIONS OR NON-COMPLIANCE WILL BE ASSESSED FINES IN ACCORDANCE WITH NORTH CAROLINA STATE STATUE (APPENDIX D).

In lieu of a Construction Deposit paid to the HOA for each lot prior to construction, approval from the ARC representative shall obtained to acknowledge that the house construction is in compliance with the approved ARC plans and specifications and all Architectural Review Guidelines, is a condition precedent to obtaining a Certificate of Occupancy from the Brunswick County Building Inspector. A copy of Certificate of Occupancy must be given to the ARC representative following the completion of a successful ARC Final Inspection.

Appendix B

ARCHITECTURAL REVIEW GUIDELINES

ALTERATION/ADDITION CONSTRUCTION REGULATIONS

In the interest of safety and ensuring an appealing community environment for residents and visitors is maintained, construction guidelines have been developed for Brick Landing Plantation to control all construction activities. A summary of general regulations as well as regulations to be adhered prior to and after construction are presented herein for your convenience.

General Regulations

Work Schedule

All Alterations/Additions must be completed within two (2) months of the initiation of work. All work must begin within 4 weeks ARC approval of plans or application for architectural approval and associated supporting materials must be resubmitted (with \$500.00 resubmission fee).

Contractor Signs

The posting of contractor signage is prohibited.

Working Hours

Working hours for all external work activities are as follows:

Monday through Friday, 7:00 AM to 7:00 PM

Saturday, 8:00 AM to 5:00 PM

Conduct of Workers

The conduct of all workers is the responsibility of the Owner and Contractor. Loud vehicles, radios, tape players, etc. which can be disturbing will not be tolerated. Posted speed limits must be adhered to. Workers must pick up all trash at the end of each workday.

BEFORE WORK COMMENCEMENT

Plan Approval and Site Inspection

No work activities may begin until the ARC has approved the Application for Architectural Approval and has received a signed agreement to Adhere to Design Guidelines from the Contractor/Owner. The ARC is to be notified when construction has begun to establish a start date.

Permits, Fees

Owners and contractors are responsible for obtaining required governmental building permits and paying the associated fees prior to beginning any construction activities.

Tree Protection

The existing trees on the site represent one of the community's most valuable assets. All trees greater than or equal to 3" in circumference at 2' above ground level are considered protected and should not be damaged during construction activities. A barrier is required around the drip line of individual trees or tree groupings that are to be preserved to reduce root compaction and other physical damages.

DURING WORK

Site Maintenance

For all external work activities, the Contractor is responsible for ensuring that the job site is maintained in a neat and clean manner at all times and keeping the roads clean from any mud, dirt, debris, etc. Materials must be stored within the property lines maintaining a clear street right-of-way. Adjacent lots or common areas may not be used for parking or materials storage. Construction equipment shall be kept on the site and off the street. Vehicles parked on the street right-of-way during construction shall not impede safe traffic flow. Washing of vehicles (concrete trucks, etc.) shall occur on-site and not in the streets. Excess concrete shall not be dumped on adjacent lots, common areas, or street right-of-ways.

Parking

All parking of workers cars shall be on-site or parked neatly along the roadway. At no time should cars park on the grass shoulders or on the curbing. No parking or driving across the common areas adjoining Landing Boulevard is permitted.

Sediment and Erosion Control

Streets shall be kept free of mud, silt and debris from construction traffic. Sedimentation and erosion control facilities on the lot shall be maintained so that they function properly.

Clean-up

Upon completion of construction activities, all building debris shall be removed from the site and surrounding areas.

Temporary Facilities

All temporary facilities shall be removed upon completion of construction activities. The builder identification signs shall be removed within ten (10) days of receiving a certificate of occupancy from the County.

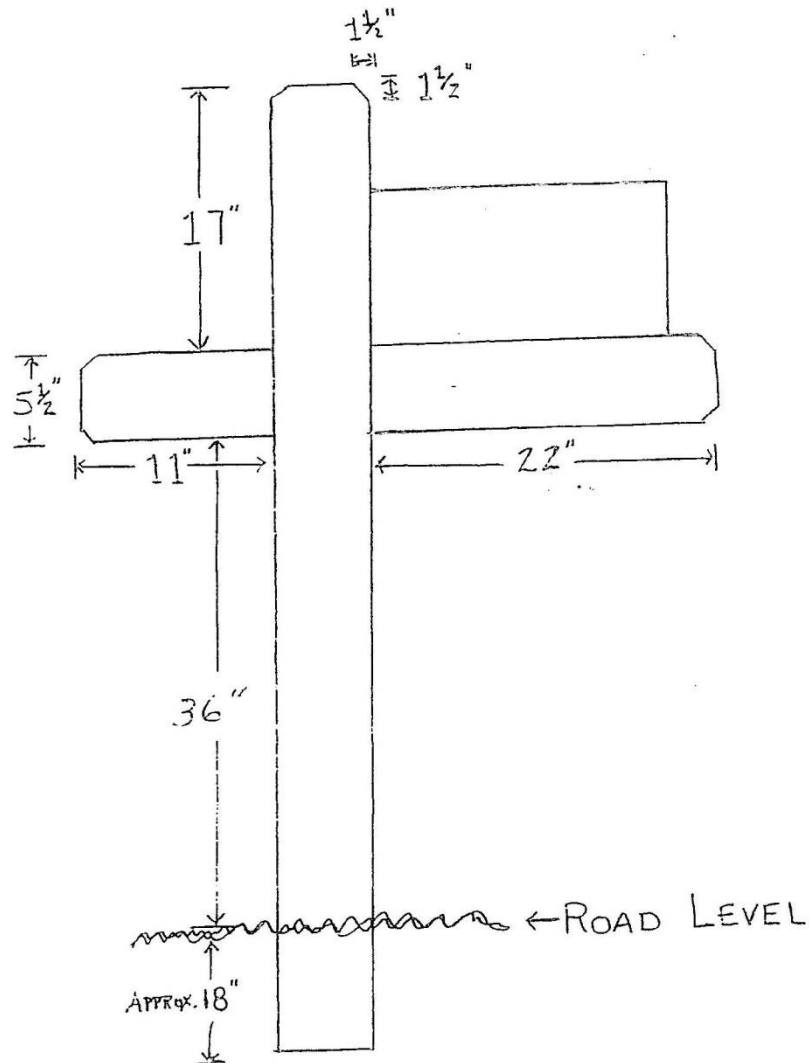
Final Inspection by Architectural Review Committee

ALL VIOLATIONS OR NON-COMPLIANCE WILL BE ASSESSED FINES IN ACCORDANCE WITH NORTH CAROLINA STATE STATUTE (APPENDIX D).

Upon completion of all construction activities, clean up, removal of temporary facilities, and completion of landscaping, a final inspection by the ARC shall be arranged by the owner to ensure all work has been completed according to the approved plans. A copy of Certificate of Occupancy (if applicable) must be given to the ARC representative.

Appendix C

**ARCHITECTURAL REVIEW GUIDELINES
MAILBOX SPECIFICATIONS**



Mailbox Stand Material: 6" x 6" Treated Lumber
Post Painted White
Mailbox to be Black
Black Numbers on Plastic Face

Dimensions shown are not to scale.

Appendix D

Article 1 Compliance and Enforcement.

1.1 General Remedies. Every Owner and occupant of any Lot shall comply with the Association Documents and the applicable provisions of the Planned Community Act, Failure to comply shall be grounds for an action by the Association to recover sums due, for damages, injunctive relief or any other remedy available at law and equity or under the Act.

1.2 Enforcement/Sanctions. The Board or such other Association agent with the Board's approval, may impose sanctions for violations of Association Documents after notice and a hearing in accordance with the procedures set forth in the Declaration. Such sanctions may include, without limitation:

- (a) Imposing reasonable monetary fines which shall constitute^[1]_{SEP} a lien upon the Lot of the violator;
- (b) Suspending an Owner's right to vote;
- (c) Suspending any Person's right to use any Recreational Facilities within the Common Elements; provided, however, nothing herein shall authorize the Board to limit ingress or egress to or from the Lot'
- (d) Suspending any services provided by the Association to an Owner or the Owner's Lot if the Owner is more than thirty (30) days delinquent in paying^[1]_{SEP} any assessment or other charge owed to the Association; and
- (e) Levying Assessments to cover costs incurred in bringing a Lot into compliance.

1.3 Self-Help Remedies. The Board or such other Association agent ^[1]_{SEP} with the Board's approval, may elect to enforce any provision of the Association. Documents by self-help (specifically including, but not limited to, the towing of vehicles that are in violation of parking rules and regulations in accordance with any applicable ordinance(s) of Brunswick County North Carolina) or by suit at law or in equity to enjoin any violation or to recover monetary damages or both.

1.4 Cumulative Remedies/Attorneys' Fees. The Association shall have all powers and remedies under the Act and the Association Documents which shall be cumulative of any remedies available at law or in equity. In any action to enforce the provisions of the Association Documents, if the Association prevails, it shall be entitled to recover all costs, including .without limitation, attorney's fees and court costs, reasonably incurred in such action.

1.5 Association's Right Not to Take Action. The Association shall not be

obligated to pursue enforcement action in any particular case, such decisions to be within the discretion of the Board, except that the Board shall not be arbitrary or capricious in taking enforcement action. Without limiting the generality of the foregoing, the Board may determine that, under the circumstances of a particular case: (a) the

Association's position is not strong enough to justify taking any or further action; or (b) the covenant, restriction or rule being enforced is, or is likely to be construed as, inconsistent with applicable law; or (c) although a technical violation may exist or may have occurred, it is not of such a material nature as to be objectionable to a reasonable person or justify expending Association funds; or, (d) it is not in the best interest of the Association, based upon hardship, expense or other reasonable criteria, to pursue enforcement action.

Such a decision shall not be construed a waiver of the right of the Association to enforce such covenant, restriction, rule or provision at a later time under other circumstances or preclude the Association from enforcing any other covenant, restriction, rule or provision, nor shall it preclude any Owner from taking action at law or in equity to enforce the Association Documents.

1.6 Enforcement by Owner. Nothing set forth in this article shall prevent any aggrieved Owner from instituting any available remedy in law or in equity ^[L]_[SEP] for a violation of the Association Documents.

1.7 Hearing Procedures. Except as may be otherwise specifically authorized by the Association Documents, and permitted by the Association Documents, the Board shall not (i) impose a fine or penalty, (ii) undertake permitted remedial action, or (iii) suspend voting or infringe upon other rights of a Member or other occupant of a Lot or Dwelling Unit for violations of the Association Documents, or for assessments or other amounts due and owing to the Association remaining unpaid for a period of thirty (30) days, or longer, unless and until the following procedure is completed: ^[L]_[SEP]

(a) Demand. Written demand to cease and desist from an alleged violation shall be served upon the Responsible Person (hereinafter defined) specifying (i) the alleged violation; (ii) the action required to abate the violation; and ^[L]_[SEP] (iii) a time period, not less than five (5) days, during which the violation may be abated without further sanction, if such violation is a continuing one, or a statement that any further violation may result in the imposition of a sanction after notice and hearing if the violation is not continuing. For purposes of this the "Responsible Person" shall be any Member, Owner, or occupant of a Lot or welling Unit.

(b) Notice. At any time within twelve (12) months following such demand, if the violation continues past the period allowed in the demand for abatement without penalty or if the same rule is subsequently violated, the Board, or an adjudicatory panel appointed by the Board, shall serve the Responsible Person with a written notice of a hearing to be held by the Board of the Association in executive session or an adjudicatory panel appointed by the Board;

provided, however, any adjudicatory panel appointed by the Board shall be composed of members of the Association who are not officers of the Association or members of the Board. The notice shall contain: (i) the nature of the alleged violation; (ii) the time and place of the hearing, which shall not be less than ten (10) days from the giving of the notice; (iii) an invitation to attend the meeting and produce any statement, evidence and witness on his or her behalf; and (iv) the proposed sanction to be imposed. The notice prescribed herein may be served by mailing a copy of said notice to the alleged violator by placing said notice in the United States mail, postage prepaid, by any method as permitted for the service of summons as set forth in Rule 4 of the North Carolina Rules of Civil Procedure or by the delivery of said notice by an officer, director or agent of the Association to the Responsible Person or to any person who may be served on the Responsible Person's behalf as provided in said Rule 4.

(c) Hearing. The hearing shall be held in executive session of the Board or an adjudicatory panel appointed by the Board pursuant to the notice affording the member a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice together with a statement of the date and manner of delivery is entered by the officer, director, or agent who delivered such notice. The notice requirement shall be deemed satisfied if the Responsible Person appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed. In addition, a written statement of the results of the hearing and the sanction, if any, imposed shall be mailed by the United States mail, postage prepaid, by the Association to the violator.

(d) Appeal. If the hearing is held before an adjudicatory panel, following such hearing and notice of a decision adverse to the violator, the Responsible Person shall have the right to appeal the decision to the Board. To perfect this right, a written notice of appeal must be received by the managing agent of the Association, President or Secretary of the Association within fifteen (15) days after the date of the decision, said written notice to contain information by which the Board may notify the Responsible Person of the date of the appeal hearing. If no adjudicatory panel is appointed by the Board, no right of appeal shall exist.

(e) Sanction as Assessment. Pursuant to the provisions of this Section~ a fine may be imposed by the Association is an amount not exceeding One Hundred and No/100 Dollars (\$1 00.00) (or any greater amount as may be provided otherwise by law or the Act) per violation of the Association Documents and without further hearing for each day after five (5) days after the decision to impose such fine that the violation occurs. Any such fine shall be an assessment as set forth in this Declaration and the Act. If it is decided pursuant to the provisions of this Section that a suspension of privileges or services should be imposed, the suspension may be continued without further hearing until the violation or delinquency is cured.