

CROW CREEK

ARCHITECTURAL STANDARDS AND
GUIDELINES

MARCH 2022

Section 1 Design Requirements and Owner Responsibilities.....	4
Section 2 Administration of Architectural Control.....	6
Section 3 Architectural Control Committee Meetings.....	6
Section 4 Plan Submission Procedures and Review Process.....	7
4.1 Conceptual Design Review (Optional)	7
4.2 Residential Construction Application and Plan Submittal.....	7
4.3 Subsequent Alterations.....	9
4.4 Incomplete submissions.....	9
4.5 Approval of Plans.....	9
4.6 Change Orders.....	10
Section 5 Site Design Standards.....	10
5.1 Antennas and Satellite Dishes.....	10
5.2 Fences, Screens and Walls.....	10
5.3 Mailboxes, Newspaper Receptacle and House Numbers.....	11
5.4 Outdoor Equipment.....	11
5.5 Pools, Therapy Pools and Spas.....	12
5.6 Setbacks and Easements.....	12
5.7 Signs.....	13
5.8 Specimen (Native)Trees.....	14
5.9 Statuary, Landscape and House Ornamentation.....	14
5.10 Street/Right of Way Repair.....	14
5.11 Silt Fences/Construction Fences.....	15
5.12 Trash Receptacles.....	15
5.13 Site Maintenance.....	15
5.14 Cleanup.....	16
5.15 Flood Requirements.....	16
5.16 Landscaping and Irrigation.....	16
5.17 Exterior Lighting.....	18
5.18 Water Run-Off Requirements.....	18
5.19 Driveways. Parking and Walkways.....	19
5.20 Utilities and Grinder Pumps.....	20
Section 6 Building Design Standards.....	20
6.1 Exterior Materials.....	21

6.2 Dwelling Size.....	21
6.3 Maximum Impervious or Built-on Area.....	21
6.4 Design Features.....	22
6.4.1 Entrances	22
6.4.2 Decks, Patios and Terraces	22
6.4.3 Exterior Elevations.....	22
6.4.4 Garages.....	22
6.4.5 Gutters and Downspouts.....	23
6.4.6 Porches and Railings.....	23
6.4.7 Siding.....	23
6.4.8 Shutters.....	24
6.4.9 Roof Finishes.....	24
6.4.10 Windows.....	24
6.4.11 Accessory Structures.....	24
6.4.12 Solar Panels	25
Section 7 Bonds and Fees.....	25
7.1 Landscape Bond.....	26
7.2 Fees.....	26
Section 8 Field Review Inspections.....	26
8.1 Pre-Clearing Review	26
8.2 Foundation Review.....	26
8.3 Dry-In.....	26
8.4 Final.....	26
Section 9 Variances.....	26
Section 10 Appeals of the ACC Decisions	27
Section 11 Contractor Department.....	28
Section 12 Enforcement and Penalties.....	28
Section 13 Priority of Documents.....	30
Section 14 Amendment.....	30
Section 15 Severability.....	30
Section 16 Crow Creek Section N Exemptions.....	30
Section 17 Cottages at Crow Creek Variances.....	30

FORMS

	CROW CREEK Contractor Instruction Sheet.....	32
Form 1	CROW CREEK Contractor Department Agreement.....	33
Form 2	ACC COVENANTS.....	35
Form 3	CROW CREEK Conceptual Design Review Application... 	36
Form 4	CROW CREEK Residential Construction Application.....	37
Form 5	CROW CREEK Field Review -Pre-Clearing Inspection.....	41
Form 6	CROW CREEK Field Review – Dry-In.....	42
Form 7	CROW CREEK Field Review – Final.....	43
Form 8	CROW CREEK ACC Submittal Form.....	44
Form 9	Change Order Request Form.....	45

INTRODUCTION

These standards and guidelines are set forth to preserve the natural settings and exclusivity of the Crow Creek community. The preservation of the harmonious natural beauty and aesthetics of the development and preserve property values is the goal of these guidelines and standards. The Master Declaration of Covenants, Conditions, Restrictions and Easements for Crow Creek provides for the establishment of the Architectural Control Committee (ACC) and authorizes the ACC to adopt and implement these Architectural Standards and Guidelines. The ACC is appointed by the Executive Board of the Crow Creek Property Owners Association (POA) to apply and enforce these standards and guidelines equitably among all property and homeowners.

DURING CONSTRUCTION ALL CLEARING, SITE WORK, EXCAVATION, CHANGES IN GRADE, NEW CONSTRUCTION, LANDSCAPING, IRRIGATION, DRAINAGE, AND **SUBSEQUENT ALTERATIONS OR ADDITIONS MUST BE APPROVED IN ADVANCE BY THE ACC USING THE CHANGE ORDER FORM 9.** IMPROVEMENTS AFTER OCCUPATION THAT MUST BE APPROVED USING FORM 8 INCLUDE, WITHOUT LIMITATION, ALL DWELLINGS, GARAGES, OUTBUILDINGS, DRIVEWAYS, MAILBOXES, EXTERIOR LIGHTS, LANDSCAPING, DECKS, PATIOS, COURTYARDS, WALKS, WALLS, FENCES, SWIMMING POOLS, AND ANY EXTERIOR IMPROVEMENTS, ADDITION OR CHANGES TO THE EXISTING STRUCTURES, INCLUDING PAINTING OR STAINING, OF EXTERIOR SURFACES.

Plans must be submitted in accordance with the Master Declaration, the Supplemental Declaration applicable to specific section and these Guidelines. The ACC may approve or disapprove plans or require changes prior to approval. The ACC has the authority to inspect all lots prior to and during construction for the purpose of implementing and enforcing these requirements, and to monitor compliance with the approved plans and contractor department requirements specified herein.

Section 1 Design Requirements and Owner Responsibilities

The ACC strongly recommends that houses in Crow Creek are professionally designed by a licensed Architect or professional house designer such as the American Institute of

Building Designers (AIBD). Commercially prepared plans purchased from a house plans service may be used and provided to a licensed general contractor for final lot placement and construction planning. All landscaping shall be professionally designed by a Landscape Architect or professional landscape designer.

Houses may be designed and built, and landscaping may be designed and installed by the qualified individuals or companies of your choice, if you and your contractor comply with the Master Declaration, the Supplemental Declaration that is applicable to your lot, these guidelines, and any other requirements of the ACC. Neither the POA, ACC, nor any other entity or individual affiliated with the foregoing makes any representation or warranty as to the financial condition, skill or ability of any architect, designer, builder, landscaper, or other contractor. Property owners are encouraged to seek references from architects, designers, general contractors, landscapers, and other professionals that may be used and to interview these references before selecting or entering into any contracts. Property owners should understand the cost structure, expected time to complete, rights and responsibilities of each party and resolution process to resolve questions or conflicts that may arise.

The ACC is responsible for reviewing and approving plans. However, approval by the ACC does not constitute a representation or warranty as to the quality, fitness or suitability of the designs or materials specified in the plans. Property owners are responsible for collaborating with their architects, designers, and building contractors to determine the design materials that are appropriate for their intended use. **A clear understanding of costs and schedule by all parties is essential to ensure completion of the build that should include a clearly written contract by the general contractor and signed by both parties.** Owners are also responsible for ensuring that their architect, designers, and general contractor comply with all the applicable requirements and the approved plans. **YOU ARE URGED TO CAREFULLY REVIEW THE MASTER DECLARATION, THE SUPPLEMENTAL DECLARATION APPLICABLE TO YOUR PROPERTY, AND THESE GUIDELINES PRIOR TO SUBMITTING AN APPLICATION TO THE ACC.**

Finally, approval of plans by the ACC does not assure approval by county or state agencies that require permits for construction. Owners are responsible for obtaining or

ensuring that their prime contractors obtain all the required permits before commencement of construction.

Section 2 Administration of Architectural Control

The ACC is administered at the Crow Creek Single Family Amenity Center ACC office where all applications for residential construction, plans, change orders, and change requests after occupancy (ACR Form 8) are maintained. The ACC Chairman with the assistance of committee members administers all construction requests with plans and applications for construction approvals as follows:

1. Receive and process all applications and collect fees
2. Answer questions concerning the ACC and represent the ACC with the property owners, contractors, and general public
3. Supervise site inspection efforts
4. Prepare correspondence with property owners and contractors
5. Prepare meeting summaries to reflect agreements of plan reviews and in process inspections
6. **Draft fine notices as necessary to gain compliance to ACC covenants and guidelines**

The ACC is authorized to retain the services of consulting professionals, such as architects and administrative assistance as required to aid in performance of these functions.

Section 3 Architectural Control Committee Meetings

1. The ACC shall meet periodically to review plan submittals and provide guidance to property owners and their contractors. Office hours are scheduled on Tuesday and Friday each week to support contractor and community members with requests, plan review and application submittals. Additional office hours may be scheduled by request of homeowners and contractors for plan reviews. These meetings will be held at the ACC office in the Crow Creek Single Family Amenity Center (SFAC) 470 S Crow Creek Drive. The ACC will strive to process submitted plans within one week of receipt and invite the property owners and their contractors to facilitate communications and full understanding of the plans and schedule events during the build out process.

2. The ACC may conduct special staff and review meetings as needed after notification by the ACC Chairman who will state the date, time, and place of the meeting.
3. All decisions of the ACC shall be final and may be appealed pursuant to the appeals procedure set forth in Section 10 contained herein.
4. Applicants shall be notified, in writing, of all decisions of the ACC. Oral representation of any decision will not be valid or binding on the ACC. ACR review and inspections may be presented via the Crow Creek portal for current homeowners.
5. Applicants may have returned to them a copy of plans reviewed by the ACC with appropriate markings to amplify the comments or recommendations. Markings on plans so received will not bind the ACC to any design indicated therein these are only offered as advisory comments.
6. If submitted during application review, special visual aids such as models, photographs or other physical media may be reclaimed by the applicant.

Section 4 Plan Submission Procedures and Review Process

4.1 Conceptual Design Review (Optional)

Concept design review by the ACC is provided to assist owners in determining if a design they are considering agrees with the Guidelines and general design aesthetic of the community. If the initial design is unsuitable, the owners would not incur expenses of detailed design associated with engineering drawings and site plan development. If there is concern about the applicability it is suggested that architectural renderings, photographs, or other media may be submitted for the concept review. It is important to note that this during the concept review process, if it does not include a detailed site plan, the ACC cannot fully determine if the proposed concept can be accommodated on the home site. **Conceptual Design Review Application (Form 3)** at the end of this document.

4.2 Residential Construction Application and Plan Submittal

Owners should submit the **Residential Construction Application (Form 4)** when they are ready to have the construction plans reviewed by the ACC. Please fill in all entries. The application must include two (2) sets of plans and appropriate checks to complete a submission. The application should be submitted at least 7 days prior to the date the owner would desire an ACC meeting so the submittal can be reviewed. Submission of the plans and applications may be submitted in person or by mail to the ACC offices.

Owners and their construction contractor should be prepared to meet with the ACC. These meetings shall be scheduled at ACC office in the Crow Creek SFAC.

Plans must include the following:

4.2.1 Site Plan scaled 1" = 20' minimum, may be in hard or soft copy and must include:

1. North Arrow
2. Property lines with dimensions and bearings
3. Certified survey of lot with elevation topography @ 1' contours
4. Dwelling floor plan with entry area, stairs, decks, and porches delineated and roof lines shown as dashed lines
5. First floor elevation (FFE) with design details and materials
6. Required setback lines indicated
7. Driveways, walkways, and patios including materials and colors
8. Service yard and screening
9. Flood elevation at middle of building pad. FEMA flood elevation maps may be obtained from the Brunswick County Planning Office either online or in person.

4.2.2 Landscape and irrigation plan scaled 1" = 2' (see Section 5.16 for detailed requirements)

4.2.3 Floor Plans: To scale 1/8" or 1/4" = 1'. These should include for each floor:

1. Exterior and interior walls
2. Windows and doors
3. Overhangs of roofs
4. Dimension overall limits of plans
5. Driveway location, stairways, trash, and HVAC service yard enclosures
6. Heated square footage

4.2.4 Elevations: Front, rear, right, and left sides @ 1/8" = 1' scale minimum

1. Show how building relates to grade level
2. Show screening type and location
3. Show trim and corner details
4. Material brand name(s) and color(s) shall be called out on plan and/or contained in an attachment
5. Show typical decks and railings
6. Show typical screened porch
7. Show typical screened detail

4.2.5 Color board and samples consistent with those cited in the plans

4.3 Subsequent Alterations

After owner occupancy of their home, no alteration or modification of any existing improvements nor construction, erection, or installation of additional improvements may be undertaken on any of the properties without prior review and express written approval of the ACC. Use **FORM 8 Crow Creek Request for Alteration or Modification** that is available from the Crow Creek portal for the procedures for details.

There are two levels of alterations or improvements. Minor improvements include such projects as replacement of plantings, adding garden ornamentation such as trellis, benches, and the like, or repairing damage of originally approved design features.

These are considered minor and the review fee is waived for these projects. However, any other proposed change such as outside architectural features, addition of walls or fences, changes in colors or materials, etc. that require a licensed contractor are major changes. These will require review fee with the completed design detail as required on Form 8. If the owner(s) desire such, a request for review of the proposed improvements must contain:

1. Site plan of proposed location of the proposed improvement to scale
2. Letter of intent with description and purpose of improvements
3. Material and color sample that should match or blend with existing materials
4. Floor plans and elevation as outlined in section 4.2.

4.4 Incomplete submissions

Any submission that does not include all plans, materials, applications, and other items as required by this section will be rejected and returned with ACC comments stating reasons for rejection. ACC shall provide via the Crow Creek Community portal or email the reasons for the rejection. Owners may resubmit updated submissions within 7 days either by email, Crow Creek Community portal or mail to the ACC office drop-box.

4.5 Approval of Plans

When the plans are approved, the ACC will provide written notification with a signed copy of the one set of plans. If the plans are not approved or approved with conditions, notification will be provided as to the reason(s) for denial. Owners are requested to contact the ACC to discuss changes to the plans to obtain approval. **Plan approval is valid for 12 months and construction should be completed during this period.**

4.6 Change Orders

Homeowners and contractors are cautioned that any subsequent change to ACC approved plans must be submitted and approved prior to implementation. Form 9 CHANGE ORDER Request must be submitted. Failure to submit and obtain approval of any exterior change shall result in immediate assessment of a fine not less than \$100 and not more than \$500. If you are contemplating a change in color, materials, or other exterior modifications you are advised to email:

crowcreekacc@gmail.com with the change order so your build is not delayed. The ACC will acknowledge receipt and review within one week of submittal to accept, deny and offer suggested revisions that will comply with Guidelines. **THIS SECTION DOES NOT APPLY TO THE COTTAGES AT CROW CREEK.**

Section 5 Site Design Standards

5.1 Antennas and Satellite Dishes

Satellite dishes 18 inches or less in diameter are allowed. Side yard location is preferable, but these may be in the back yard if side yard does not yield acceptable signal reception. Regardless of the location, visibility from the street and golf course shall be minimized. ACC approval is required prior to installation. Satellite dishes are not permitted on condominium units.

5.2 Fences, Screens and Walls

1. Fences shall be considered by the ACC with submissions of plans. Fences shall be of limited lengths to define spaces within the rear yard only. Fences will not be allowed on easement and will not be used to delineate property lines. Fences may be of wood, brick, stone, painted metal, or other suitable materials, but NO vinyl fences. The color and design shall harmonize in character and color with the home. In addition, gates and other features shall harmonize in character design and color with the home. Four (4) feet is the maximum allowable height for any such barrier; however, desirable views and vistas should not be blocked nor shall adjacent homesites be negatively impacted. Chain link and welded wire fencing shall NOT be permitted on any homesite within the development. Construction details and locations of all fences must have ACC approval

prior to construction. Fencing is not normally permitted on property setbacks and easement. Fencing is not permitted forward of the rear wall of the house.

2. Screens shall be used to visually conceal view of garbage and recycling bins, HVAC mechanical equipment, pool and spa filters and pump or any other objectionable site elements. Screens shall be of stone, brick, or other suitable material and must harmonize in character and color with the house. These mechanical equipment screens are limited to a maximum height of six (6) feet. Lattice screening may be acceptable on a case-by-case basis. Chain link fence and welded wire shall NOT be allowed for screening.

3. Walls shall be considered as design elements to enclose and define courtyards, parking areas, pools, and other private spaces, provide security and relate building forms to landscape. Walls are considered as an extension of the architecture of the residence and transition of architectural mass to the natural forms of the site. All walls shall be designed to be compatible with the total surrounding environment. Special consideration should be given to the design, placement, impact, maintenance, landscaping, and views of both sides of the wall from neighboring homesites. Desirable views and vistas should not be blocked nor should adjacent homesites be negatively impacted. It is highly recommended that walls be constructed of solid masonry, aluminum, or wrought iron with columns, using the same materials as found in the architecture of the house. Retaining walls connecting to the house must be faced with the finish of the house. Construction details and locations of the walls must have ACC approval prior to construction.

5.3 Mailboxes, Newspaper Receptacle and House Numbers

ACC may provide mailboxes, to be installed by your contractor, which includes a newspaper receptacle. However, builders may construct the posts to match the standard post and cross piece configurations and paint. Metal mailboxes are available at Home Depot Homeowner Gibraltar Mailboxes Edwards Venetian Bronze, Large, Steel, Post Mount Mailbox Model# EM160VB0.

Names shall not be placed on mailboxes house numbers should be no larger than 4 inches. If house numbers are desired, traditional style script with antique brass finish not larger than 6" high are preferred or contact the ACC office for the approved style.

5.4 Outdoor Equipment

1. Children's play Equipment is restricted to rear or side yards with visibility from streets and golf course minimized. Play equipment shall be constructed of wood with natural finishes that blend with the natural surroundings. ACC approval is required prior to installation.
2. Recreational Vehicles and Equipment such as motor homes, campers, boats, jet skis, kayaks, and other recreational equipment shall NOT be stored on streets and lots except in a garage with the door fully closed.

5.5 Pools, Therapy Pools, and Spas

The size, shape and setting of pools must be designed to achieve compatibility with the surrounding natural and homesite environment. Pool decks may be allowed to encroach on the setback area if the site conditions allow and shall be evaluated to minimize the impact on adjacent homesites. However, there is no encroachment permitted into the golf course setbacks. Pool equipment enclosures must be architecturally related to the house and other structures in placement, detail, and mass. Pool equipment must be screened so as not to infringe on adjacent homesites and homes to reduce impact of noise and views and must be fenced to comply with county Planned Unit Development standards. If you are considering adding a pool, the house should be sited with minimum front setback to ensure a maximum area in the rear for a pool and the accompanying equipment. Inflatable bubble pool covers are not permitted. Above ground pools are NOT permitted.

5.6 Setbacks and Easements

ACC reviews shall consider the location of any structures regarding aesthetic considerations, the community-wide standard, size, shape, and location of the property, the type of house, and any other reasonable considerations.

Roof driplines must fall within the setback guidelines as follows:

Front----- 30 feet

Sides-----7 feet

Rear-----30 feet

Setbacks may vary for some homesites due to easements and drainage. Check with the ACC office for specific setbacks in your community section and the building envelope for your site prior to developing your house plans. The property owner's contractor and

surveyor should confirm the location of all lot corners, easements and building setbacks lines prior to start of construction.

5.7 Signs

No signs or advertising posters of any kind shall be permitted within the windows or on any lot except:

1. Name and address sign of lot owner
2. Temporary sign reflecting construction of a dwelling on a lot stating the name of the licensed contractor, telephone number and email of the contractor
3. No Trespassing signs are encouraged during construction to deter unauthorized visitors
4. For Sale sign in the front yard and one in the rear
5. Custom builder SPEC or model homes design feature signs

The size, design, colors, and other details of any such sign must be approved by the ACC. The ACC will allow one sign during construction displaying the name of the homeowner, general contractor name and contact information, Section and lot number, and the street address. Custom builders are encouraged to include signs on SPEC houses that serve as model homes that provide details of the house interior design features to elicit potential buyer inquiries. The sign design must be approved by the ACC prior to placement. It must be one-sided and installed on the front property line, parallel to the street. Subcontractor names are not permitted. The back of the sign will be built to accommodate a "builder box" in which permits will be displayed. These signs must normally be removed within thirty 60 days of owner occupancy. Local sellers of the ACC approved signs are Southern Signs and Banners, in North Myrtle Beach or Kelly's Signs 7169 Ocean Hwy, Sunset Beach NC:910 579-1167.

Anyone who places a sign has the responsibility for maintaining said sign in good condition.

5.8 Specimen (Native) Trees

Crow Creek was conceived and designed to protect specimen (native) trees to preserve and enhance the natural beauty of the community; this does NOT include palm trees. As such the following caveats are encouraged and enforced by the ACC.

1. Live oaks and other native specimen trees 6" DBH (diameter at breast height) must be indicated on your site plan. Specimen trees, that may be designated by the ACC during Pre-clearing inspection, such as live oaks, hollies, dogwoods, hardwoods, well-formed long leaf pines et al, must be protected from damage during clearing and building.
2. Barriers must be erected and maintained around each specimen tree's drip line as designated by the ACC.
3. Excavations and installation of underground utilities must be done to prevent damage to the designated specimen tree root system. In the event of carelessness or avoidable damage to the designated specimen tree, the ACC may require the replacement of the tree and /or a fine.

5.9 Statuary, Landscape and House Ornamentation

All statuary, landscape, and house ornamentations such as fountains, birdhouses, flags, trellises gazebos, swings, and similar ornamentations must be approved by the ACC. Not all these types of ornamentations will be approved. These should be an integral part and in harmony with the overall landscape plan of the home, should not block desirable views and vistas or impact adjacent homesites. The goal is to maintain the high design standards and be aesthetically pleasing, incorporate finishes and blend with and enhance the natural surroundings. If statuary, landscape, and house ornaments not indicated on approved plans, any requests or subsequent proposals must be submitted using the ACC change order Form 9 before the final ACC review. Thereafter, these types of changes shall be submitted using the ACC request form via the CAMS portal or mail to the ACC. Requests for minor changes such as replacing landscape plants that have died, adding plantings, or statuary or other landscape improvements will have the review fee waived.

5.10 Street/Right of Way Repair

The property owner(s) are responsible for maintaining the right of way and edge of the street adjacent to the owner's property during construction. The owner(s) are to repair any damage by matching the existing material. If the street damage is not repaired by the time of occupancy, the ACC may have repairs done and charge the cost of the repairs to the owner(s). No alterations to street drainage are permitted. Streets are to be kept free of mud, silt and debris from construction traffic. Sedimentation and erosion control facilities on the site are to be functioning properly.

5.11 Silt Fences/Construction Fences

Silt fences are required along street right of way and on the golf course right of way and sides of the site prior to any excavation. Silt fences must be properly anchored using a 6" deep trenching and soil covering the base to prevent runoff from the site. It is required alongside property lines and is mandatory to be installed on the side of the house side of the sidewalk while leaving a twelve foot (12') wide section where the driveway is to be installed. This provides for one entrance/exit to your site and reduces the chances of damage to the sidewalk. All damage to the sidewalk is the responsibility of the contractor and the owner(s) are responsible for ensuring the repairs are complete before occupying the house.

5.12 Trash Receptacles

A commercial dumpster is required for each job site and must be installed before construction begins. It should be located at least twenty five feet (25') from the street whenever possible.

5.13 Site Maintenance

The owner(s) and contractor must ensure that the job site is always maintained in a neat and clean manner. Contractor responsibilities include:

1. Construction debris and trash are to be deposited in the dumpster daily.
2. No boards or signs are to be nailed to any tree.
3. Materials must be stored within the property lines, maintaining a clear street right-of-way always.
4. Adjacent lots or common areas may NOT be used for parking, access or materials storage unless written permission from the property owner is on file with the ACC and in the job box on the site sign.
5. Washing of vehicles such as concrete trucks is only allowed on site and not in the streets.
6. Excess concrete is not to be dumped on adjacent lots, common areas, or right of ways.

7. Whenever possible vehicles are to be parked on the build site. Vehicles parked on the street right of way during construction are not to impede traffic flow. No personal vehicles may remain in the development overnight. Construction equipment may be left on the site, while needed, but must be kept off the streets.
8. Fires, including burn barrels, are strictly prohibited.

5.14 Cleanup

All temporary facilities shall be removed after completion of the construction activities. Any damage to adjacent lots and street right-of-way must be restored within seven (7) days after receiving the Certificate of Final Approval from the ACC.

5.15 Flood Requirements

All dwelling structures constructed on any homesite shall have a minimum first floor elevation, at the elevation of the 100-year flood plain as designated by FEMA, or thirty six inches (36") above adjacent grade whichever is greater.

5.16 Landscaping and Irrigation

Crow Creek landscaping is a primary and essential element of your home design and should enhance the value of your home as well as your neighbors. A successful landscape design includes elements that unite the house and plantings that enhance the natural environment. Native plants will provide the hardiest and appealing landscape that will blend with the natural surroundings; this does not include palm trees. You should insist that your landscaper focus on plantings recommended by the North Carolina Native Plant Society; <https://www.ncwildflower.org/>

1. Landscape Architects and/or Designers is required when preparing a landscape plan, and it is important that your landscape contractor examine your site to determine specific site conditions to create positive drainage patterns necessary for the survival of your installed plantings as well as legacy plants.
2. Your plan must address the entire lot from the edges of pavement and adjacent property lines. The amount and cost of landscaping will depend on the amount of remaining vegetation after your homesite is developed. However, your budget should equal a minimum of 5% of the total construction budget.

3. Annuals and perennials may be used to enhance your permanent landscape design but are not considered permanent landscape. Care should be given to the selection of plants for hardiness, eventual size, resistance to shade/sun, and drought tolerance. Shrub plantings should be massed in groupings, with taller, coarser textured plants massed behind lower finer textured plants. Darker colored plants should be placed behind lighter colored plants.
4. Mulching with pine straw or other approved mulch is required for all planted areas. At least 5 trees are required to be planted on each homesite, each with a minimum of 10' in height. Wooded home sites should have majority of shade trees. Dead material and weeds must be removed from the natural areas and approved mulch installed in disturbed areas. All preserved specimen trees should be left undisturbed from the trunk to the dripline of the canopy.
5. Lawn areas must be installed with Centipede sod and be sufficiently irrigated through underground irrigation systems and consist of at least 25% of the remaining pervious area. Sodding from the midpoint of the house to the street and to the water's edge of ponds and lakes is required. Planting beds must not encroach within 30' of ponds and lake banks to provide access for maintenance equipment. Plantings around utility boxes is required and should be included in landscape design proposals. Plantings around mailboxes are encouraged. All landscaping of homesites and dwellings must be finished as soon as possible after completion of the house and in no event later than 60 days after the house is completed.
6. Landscape and Irrigation Plan should be submitted with your Residential Construction Application. The natural landscaping approach within Crow Creek should concentrate your planting efforts adjacent to the house especially near the entry. Native species are encouraged to ensure robustness of your plantings. This does NOT include palm trees. The more ornamental plants, if used correctly, will provide a transition from the natural character of the site to the man-made structure of the house. The ground cover should begin this transition, which should progress to the larger shrubs closer to the house. For maximum appeal, try to mix textures and color, but keep the plan simple. A better effect can be achieved by using quantities of a few species rather than a few plants of many species. Straight line planting is discouraged plantings should be staggered, grouped as if grown naturally.

Minimum Planting Requirements:

1. Front Yard: 5 trees, minimum size 10'

20 shrubs, minimum size 3 gallons

2. Side yard: 1 tree, minimum size 10'

5 shrubs, minimum size 3 gallons

3. Rear yard: 3 trees, minimum size 10'
4. Planting beds: minimum of one planting bed in front yard to incorporate two (2) trees and six shrubs
5. Trees may be reduced with ACC approval on lots that have adequate existing trees.
6. All plants shall be in accordance with the American Association of Nurserymen's (AAN) latest edition of American Standard for Nursery Stock.

5.17 Exterior Lighting

A well-designed exterior lighting plan can add a dramatic touch to a home and is encouraged. Exterior lighting should not infringe on adjacent property owners or impair vision on the adjacent streets. Colored lights are prohibited except during the holiday season which extend to twelve (12) days after, see Crow Creek Rules publication. Path lighting should be no taller than three feet (3') and not exceed 20 watts. Exterior lighting should not permit direct vision to the source of the light beyond the property line of the homesite. Flood lights under soffits are permitted, however the fixtures must be hooded to control the path of the light and prevent exposure of the lamp. Prior approval by the ACC is required for all landscape and exterior lighting.

5.18 Water Run-Off Requirements

Water run-off must be controlled on the owner's property so that problems are not created for any other property. Site design must be compliant with stormwater plans for the Crow Creek community.

1. Site design must direct water run-off into either Crow Creek retention areas using existing drainage patterns or retain water run-off on site.
2. No one may fill in, alter, or pipe any storm water drainage feature, such as a swale or retention area.
3. Lots abutting a pond, lake, or other surface water, requires the owners to maintain a vegetated buffer of at least thirty feet (30') from the edge of the water and the owner must control stormwater or other run-off to prevent sedimentation or erosion of the bank.

4. ACC may require the owner to have a qualified engineer provide a site design at the owner's expense if unusual circumstances exist that need additional preventive measures.
5. Water problems created by non-compliance with these requirements shall be corrected at the owner's expense.

5.19 Driveways. Parking and Walkways

1. Prior to delivery of any construction material, the Contractor shall establish and mark the future location of the driveway and stabilizes it to receive delivery trucks. There are substantial fines and liabilities for damaging right-of ways and adjacent properties.

Driveways, turnarounds, and guest parking areas shall be hard-surfaced and constructed of acceptable materials including brick or concrete pavers, cobblestones, cast -in-place concrete, stamped concrete, poured concrete, or exposed aggregate. Pervious surface treatment should be considered to enhance site drainage. A concrete driveway may be enhanced by bordering and subdividing with other materials such as brick or concrete pavers, or cobblestones. This treatment will add detail and definition to the driveway.

2. The driveway must provide adequate drainage provisions to accommodate heavy downpours and incorporate a substantial apron at the edge of the road. Driveways shall be a minimum of 12 feet wide and shall not follow the property line, allowing room for landscaping and irrigation (minimum of five (5) feet from the property line). Guest or visitor parking area for at least two vehicles shall be provided. ASPHALT DRIVEWAYS ARE NOT PERMITTED.

3. Walkways are required from the front door of the home to the driveway and must be at least four (4) feet in width. Acceptable front walkway materials include natural stone, brick, or concrete pavers, cast in place concrete, concrete with exposed material such as aggregate, colored concrete, provided these are subdivided and bordered to counter their monolithic appearance. Walkways must be constructed according to the approved plan. Driveways shall stop at the edge of pavement with a 1" formed edge above the edge of pavement. Some driveways may require the installation of pipe and the ACC notify you if this condition applies to your homesite. ACC may remove any driveway material that has extended into the street pavement and repair same and charge the cost to the owner(s).

NOTE: Each lot is subject to a maximum impervious surface or built on areas, see section 6.3. ACC will verify compliance with this requirement.

5.20 Utilities and Grinder Pumps

Water, sewer, electric, telephone and cable television lines have all been installed underground and are available at or near the property line of most lots. Connection costs are the responsibility of the property owner(s). Utility connections and installations must be made in accordance with requirements of the utility providers and applicable codes. Brunswick County provides water and sewer services. Brunswick Electric Membership Corporation provides electrical service, Atlantic Telephone Membership Corporation provides telephone and cable television services.

All homes on single family lots in Crow Creek must have a grinder pump installed on the lot for sewer service. Brunswick County water or a contractor's plumber may install the grinder pump systems. The installation of the system will be by the plumber and electrician hired by the general contractor.

Section 6 Building Design Standards

The ACC requires that a certified residential design professional or registered architect design and prepare construction drawings and specifications for house built at Crow Creek. Certified, high-quality stock plans will be reviewed on an individual basis providing the plans follow these design standards. ACC will require that a certified design professional or registered architect make required modifications to a stock plan. This assures the ACC of the level of competency in the preparation of the drawings and specifications that will be reviewed as well as a thorough understanding of and compliance with these design standards. Be advised that additional regulations and building codes will be applied to new construction and your design professional should be familiar with these. All new construction must comply with the North Carolina Building Code. NEW HOMES SHALL BE DESIGNED TO FIT WITHIN ALL DESIGNATED SETBACKS WITH MINIMAL IMPACT ON EXISTING VIEWS AND TOPOGRAPHY AND NOT ENCROACH ON VIEWS OF ADJACENT HOMESITES. ACC further requires that

your residential design professional visit the homesite to take advantage of the unique homesite characteristics and existing topography. The style of homes in Crow Creek shall be “Low Country”, Traditional, “Craftsman” and /or Bungaloid.

6.1 Exterior Materials

Exterior materials and colors should complement the natural surroundings. In keeping with the accepted styles, the use of metal standing seam roofing is for accent areas only. Obtrusive or garish colors and materials which draw undue attention are not allowed.

Approved siding materials include:

Stone, brick, stucco

Hardie-plank and cement board -accented with brick stone or stucco

Wood - accented with stone, brick, or stucco

Other materials may be considered by the ACC

Soffit and fascia may include high quality matte finish vinyl or aluminum. Brick and stone accents are encouraged.

6.2 Dwelling Size

Homes must be a minimum of 1,800 square feet of heated area for single family homes.

At least 1,600 square feet must be on the first floor if more than one story.

6.3 Maximum Impervious or Built-on Area

The Supplemental Declaration for each Crow Creek Section, each lot is subject to a maximum impervious or built-on area restriction. The calculation of build on area includes structures and impervious materials surfaces including concrete, gravel, brick, stone, slate, and coquina on the lot and that portion of the street right-of way between the edge of the pavement and the front lot line, but does not include raised, open wood decking or surface of a swimming pool.

The following are the maximum impervious areas for single family lots in Crow Creek:

Section G	8,500 square feet
Section H	7,500 square feet
Section I	7,500 square feet
Section J	8,500 square feet
Section K	8,500 square feet

Section L	8,500 square feet
Section M	7,500 square feet
Section N	7,500 square feet

6.4 Design Features

6.4.1 Entrances

Porches or porticos are required on the front elevation of all houses with enough detailing to identify as the main component and primary entrance of the house. Columns should be fully detailed in the plans drawing package. Square, tapered columns are desired as representative of the community design styles. Round columns are not desired. Front doors must be emphasized with the architectural detail trim, sidelights or transoms.

6.4.2 Decks, Patios, and Terraces

Decks, patios, and terraces shall be considered as extension of the architecture of the house and transition of the architectural mass to the natural forms of the site. These components shall be placed on side and rear elevations only. Decks must be stained or painted. The underside of deck may be enclosed with materials that are consistent with foundation materials and should be natural or consistent with deck treatment.

6.4.3 Exterior Elevations

Equal design consideration shall be given to front, back, side and rear elevations including consistency in window and roof character, and consistency in design elements such as: quoins, accents, trim work and belt courses. Obtrusive or inappropriate colors and materials which draw undue attention to specific buildings are not allowed. All homes built with crawl space shall have a water table detail to define the first-floor line, unless not in keeping with the architectural style. Brick homes shall have brick detailing above and below windows and doors, to include the garage doors, and quoins on each corner unless not in keeping with architectural style. Side elevations should reflect architectural interest in the design as well.

6.4.4 Garages

A minimum two (2) car garage is required (size 22'x22' clear floor area) with overhead door(s) and automatic openers. Side entry garages are strongly encouraged as the design feature when the homesite will accommodate. All garage doors must be paneled and reflect the architectural time detail compatible with the building design. Individual garage doors for each vehicle are encouraged. Garages for two vehicles shall be properly scaled to the benefit of the building design. Your design plans must provide the intended garage door material, color, and finish on the building elevations and in the Residential Construction Applications. Carriage house style garage doors are strongly encouraged. Decorative hardware is also recommended that is compatible with the design styles. See Clopay Classic clopaydoor.com/ Amarr Carriage House styles amarr.com. or Wayne Dalton carriage house.

6.4.5 Gutters and Downspouts

Gutters shall match the fascia trim color or be copper. Downspouts shall be placed where less visible from the street and match the exterior wall trim in color or be copper.

6.4.6 Porches and Railings

Open and screened porches are encouraged and can provide inside/outside transitions. Screened porches shall be placed on side and rear elevations only. All screening shall be charcoal or bronze or other approved color. Mill finish aluminum is NOT permitted. The underside of porches may be enclosed with materials consistent with the basis and should be natural or consistent with the porch treatment. Construction details and location of all porches must have ACC approval. Exterior railings shall be of quality material, compatible with the design of the house, have top and bottom rails and pickets shall terminate at the bottom rail.

6.4.7 Siding

Hardie Plank cement board type clapboard siding shall be horizontal with a maximum of ten inches (10") to the weather. Boards with more than eight (8") exposure shall show a one inch (1") variation from on board to the next. Shingle siding shall be horizontal with a maximum of 8" to the weather. The main house may use brick, stucco, stone or Hardie cement board siding exclusively or in a combination that creates a high-quality design consistent on all elevation. Alternate sidings will be considered if the material meets the aesthetic and quality standards. High Quality vinyl/aluminum with matte finish is

permitted on fascia and soffit only. Foundations on houses with siding must be accented with brick, stucco, stone or other acceptable high-quality materials. Brick and stone exteriors are strongly recommended.

6.4.8 Shutters

All shutters should be sized to fit the windows they serve. Single shutters on multiple windows are not permitted. Shutters must be consistent with the architectural design for the house.

Storm shutters shall be allowed with the following limitations:

The channels and attachments shall be within the fascia or trim sections and match the color of the trim work. The shutters may be galvanized steel or mill finish aluminum or wood, but not plywood. The shutters are limited to the period of three (3) days prior to forecast named storm arrival and seven (7) days after the storm has passed. If damaged has occurred to the home, this timeline may be extended after notification to the ACC.

6.4.9 Roof Finishes

Shingles must be architectural grade “Dimensional” with a minimum twenty-five (25) year warranty. Also permitted are slate and metal in nonobtrusive neutral colors. All bay window which protrudes from an exterior wall must have copper or metal roofs unless otherwise approved by the ACC. Roof penetrations should be located on the sides of the roofs with the least exposure to the street and golf course.

6.4.10 Windows

Windows and doors should reflect restraint in the number and types, styles and sizes. All openings should be articulated with the use of flat or arched lintels, projecting sills or surrounds. High quality wood or vinyl-clad or aluminum clad windows are required and must be consistent with the architecture of the house. Mill finish aluminum is NOT permitted. Wood and stucco sided homes shall have a minimum 1x4 window trim.

6.4.11 Accessory Structures

Any permitted accessory structure such as pool house, detached garage, gazebo, garden shed, etc. must be in harmony with the main house. Any such structures will normally be the same materials and colors as the house. No lot shall have more than one outbuilding (detached garage is considered an outbuilding). ACC approval is required, and the application must include a detailed drawing.

6.4.12 SOLAR PANELS

All installations of solar systems must be reviewed and approved by the ACC. Application for installations shall include details of the proposed units and locations. Each application for solar panels will be considered on an individual basis by the ACC. Qualifications and experience of the installation company must be provided to the ACC.

1. Solar systems must be architecturally and aesthetically integrated into the structure. Colors shall closely match the color of the roofing material. Ground mounted solar systems must be screened from the view of Common Areas and adjacent lots. Placement of the above ground system must conform to the Design Guideline setback requirements. Ground mounted solar panels are not permitted if the installation includes removal of any trees.
2. Roof mounted solar systems should be placed on the roof away from Common Areas including streets within the community if possible.
3. Roof mounted solar systems must be installed with panels parallel to the roof surface. Panel surface must not be more than ten inches (10") above the roof surface and shall not extend above the roof ridgeline.
4. Solar systems that become inoperative must be removed. If roof mounted, the roof must be returned to a "like new" appearance or match the existing roofing material.
5. Solar systems for the generation of electricity are to be designed to provide no more power than sufficient for the reasonable projected load of the proposed installation for the specific residence.
6. Wind driven systems for electrical generation are NOT permitted.

Section 7 Bonds and Fees

Construction bond of \$2500 is required to ensure compliance with the Master Declaration, Supplemental Declaration and Architectural Guidelines and plans as approved by the ACC. This bond is held in an interest-bearing account (interest paid to the Crow Creek ACC) until completion of the construction, landscaping, and final inspection approval. After final inspection approval, any unpaid fines as well as unpaid expenses incurred by the POA or ACC in connection with the unapproved construction, any funds required to repair damage or construction cleanup will be deducted from the

bond. Remaining funds will be returned to the owner(s) or builder. The owner(s) are solely responsible for any amount more than the bond.

7.1 Landscape Bond

If the house is completed and ready for occupancy prior to the landscape work completion in accordance with the approved landscape plan; the ACC may require a performance bond deposit in the amount of \$10,000, before it gives approval to the BEMC to connect electric service. Should the homeowner fail to complete the landscape work with sixty (60) days after completion or occupancy of the home, the ACC may (but is not required to) proceed to have the landscaping completed and pay for it out of the landscape bond.

7.2 Fees

Fees that must be paid with submittal of the residential Construction Application and are nonrefundable:

Plan Review Fee	\$250
Construction Field Reviews Fees	\$425
Road Impact and Maintenance Fee	\$1000
Total	\$1,675

Section 8 Field Review Inspections

These inspections are performed by the ACC. The owner's) and their general contractor/designer/architect are encouraged to attend.

8.1 Pre-Clearing Review

- Inspection of staked lot corners and property lines strings
- Foundation stakes and string lines
- Mark trees to be removed and specimen (native) trees to be protected

8.2 Foundation Review

- Register Land Surveyor stakes of corner lots
- Property line strung at surveyor staked

- Builder string of foundation line to the height of finished floor prior to commencement of construction and notify the ACC
- Registered Land Surveyor shall provide a foundation survey and issue a certificate. A copy shall be provided to the ACC.

8.3 Dry-In

ACC will visually check the elevations for compliance to the approved plans. General contractors should notify the ACC when the walls are framed, roof is in place, window and doors are installed.

8.4 Final

ACC will conduct final inspection after the house and landscaping are complete and, when approved, issue a Certificate of Completion to the homeowner.

These inspections are in addition to the Brunswick County building permit inspections and are solely for the benefit of the ACC and POA. The owner may not rely on them for any purpose.

Section 9 Variances

The ACC may grant variances for these guidelines to alleviate hardships in some cases, to adjust for physical conditions that were unforeseen at the outset of design or site conditions where strict compliance is not practical. In addition, the ACC may allow a design change that is compatible with the surrounding area, but not in strict compliance with these Guidelines. All variance requests must be in writing using the **Change Order Request Form 9** and contain a complete description of the variance and the reason for the variance. It must be submitted with the project submission.

Section 10 Appeals of the ACC Decisions

An applicant receiving a negative decision from the ACC is advised to revise the plans in accordance with the ACC recommendations and resubmit soonest.

An applicant may appeal a decision of the ACC in writing to the POA Executive Board. A hearing with the ACC, POA Executive Board and applicant will normally be called to ensure all parties understanding the viewpoints of all concerned. The final decision will be from the POA Executive Board.

Section 11 Contractor Department

Contractors employed by owners shall comply with the Master Declaration, Supplemental Declaration, and these Guidelines. The contractors shall ensure that all subcontractors, material delivery persons, and their agents and employees, comply with these requirements.

CONTRACTOR SHALL EXECUTE (SIGN AND DATE) AND DELIVER TO THE ACC CONTRACTOR DEPARTMENT AGREEMENT ATTACHED TO THESE GUIDELINES PRIOR TO COMMENCEMENT OF WORK ON ANY LOT WITHIN CROW CREEK. CROW CREEK WILL KEEP A FILE ON CONTRACTOR DEPARTMENT AGREEMENTS FOR EACH CURRENT BUILDER AT CROW CREEK FOR EVERY CONSTRUCTION THAT IS APPROVED BY THE ACC.

Section 12 Enforcement and Penalties

The intention of these Guidelines is to set the design standards that enhance the aesthetics and stability of the community while maintaining the lifestyle of the homeowners and value of the properties. We believe that these standards assist in creating a highly desirable community in which values will appreciate and preserve the homeowner’s investment. To ensure this, the ACC under the Master Declaration, has several remedies where it can enforce compliance with the Master Declaration, Supplemental Declaration, and these Guidelines.

Remedies include STOP-WORK orders, fines, and other legal remedies. Although construction bonds are required, the property owner is solely liable and responsible for any fines. Property owner(s) may want to include a provision in your construction contract that makes the contractor responsible for fines assessed in connection the project.

Each violation may result in a fine per occurrence as follows:

- 1. Littered site-----\$50
- 2. No dumpster on trash bin-----\$200
- 3. No screened portable toilet-----\$100
- 4. Violation of tree protection rules-----\$100
- 5. Dumping of refuse materials----- \$100
- 6. Equipment or materials on adjacent homesite or common area without written permission-----\$250
- 7. Improper signage-----\$200

8. Employees without shirts-----	\$50
9. Loud music on job site-----	\$50
10. Fires on job site-----	\$500
11. Pets on job site-----	\$50
12. Damage to other property-----	\$250
13. Damage to golf course-----	\$500
14. Working during unauthorized hours-----	\$250
15. Unauthorized changes to approved plans-----	\$100-1000
16. Damaging or destroying specimen tree-----	\$1000
17. Commencement of construction prior to plan approval-----	\$500
18. Construction or landscaping not complete in required timeframe-----	\$25 per day

In addition to the above fines, the owner and contractor shall be responsible for the cost to correct damages for which fines have been imposed

Any fines assessed must be paid within seven (7) days to the ACC and the required construction bond must be maintained until issuance of the Certificate of Final Approval, or a STOP WORK order may be issued. Any unpaid fines or unpaid expenses incurred in connection with the unapproved construction, damage to repair or clean-up will be deducted from the construction bond.

On request from the ACC and after reasonable notice to the owner, any improvements or landscaping which is in violation of the architectural and landscaping provisions of the Master Declaration, Supplemental Declaration or these Guidelines may be removed, and the owner invoiced for all expenses incurred. If the owner fails to pay any charge billed in accordance with this provision within ninety (90) days, then the POA has the right to claim a lien against the property and to foreclose such lien.

Owners are responsible for ensuring that their general contractors comply with the provisions of the Master Declaration, Supplemental Declaration, Guidelines and approved plans and all permits. Owners are advised to thoroughly vet the General Contractor prior to signing a contract. In the event a major violation that is not remedied, or repeated violations, the ACC may require a general contractor to post a second construction bond in addition to the original bond or the ACC may refuse to approve construction projects involving the contractor.

Section 13 Priority of Documents

The Master Declaration, Supplemental Declarations are superior to these Guidelines.

Section 14 Amendment

These Guidelines may be amended at any time by the ACC.

No prior notices or announcements will be required to amend these Guidelines.

Any preliminary or final plan, marked received, shall be subject to all the requirements applicable at that time.

Section 15 Severability

This document shall not be rendered invalid or unenforceable should any of the provisions here or the application or effect thereof be invalid or unenforceable for any reason or to any extent. Those provisions which are not invalid or unenforceable shall be enforced to the greatest extent permitted.

Section 16 Crow Creek Section N Exemptions

Section N Lots were built out based on a written agreement with the original POA Executive Board and Pulte Homes. This was documented and recorded in November 2018 and granted blanket approval for a fixed number of house plan layouts, with up to 6 variances in exterior elevations and 20 varying color schemes. In addition, the Landscape plan is a standard to be applied to all homes in this Section. Following the initial agreement Pulte requested and was given variances in setbacks for seven lots within Section N. As a result, the ACC reviews were limited to initial plat placement to ensure compliance with setbacks and drainage as well as native tree preservation. Final reviews were conducted ensure compliance with the preapproved designs and exterior features. After closing and turnover to the homeowner, ACC request (ACR) processes for changing of the landscaping, home and yard features apply fully.

Section 17 Cottages at Crow Creek Variances

The Cottages at Crow Creek were developed to two design standards and are not custom builds, but generally follow one exterior design pattern. They are all built exclusively on Honey Tree Lane. Originally, the design was based on a duplex model of homes that shared a common wall and driveway. The later and current design are stand-alone structures with individual driveways. Customizing the exterior is not desired or allowed, and therefore, much of the Crow Creek ACC Guidelines do not apply. However, the ACC will oversee plans and builds of new cottages. This requires compliance to the cottage design standards and materials as set forth in the master plans retained in the

ACC files. This includes landscaping, irrigation systems, and driveways that conform to the phase 2 master plan.

Lots and building envelopes for cottages include side setbacks of 5'-8' and areas around the lots are common areas maintained by the Cottages Executive Board (CEB). The ACC reviews the build plans and construction to ensure the lots conform to setbacks and drainage areas are consistent with the overall cottage section topology runoff plans.

At the completion of construction, the ACC conducts a final inspection and reports the acceptability to the CEB. After homeowners' occupation certificate the CEB provides oversight and approval of any ACR. These proposals must conform to the established design plans and variations may be considered on a case-by-case basis so the aesthetic and quality of the Cottages is maintained.

CROW CREEK Contractor Instruction Sheet

- A. Familiarize yourself with the Master Declaration for Crow Creek and the Supplemental Declaration(s) that applies to the Lot(s) on which you will be building.
- B. Familiarize yourself with the Architectural Standards and Guidelines.
- C. Fill out and sign the Contractor Department Agreement.
- D. Fill out and sign Residential Construction Application.
- E. Submit the completed and signed forms, along with check(s) made out to Crow Creek POA.
- F. Submit two (2) complete sets of plans. (Form 5)
- G. Fill out and present field review forms to acc administrator at each construction phase when ready for field review.

FORM 1 CROW CREEK Contractor Department Agreement

Date: _____ Construction Location Lot# _____

Name of
Owner(s) _____

Address _____

Phone: Home. _____ Mobile _____

General Contractor Contact

___ New Construction ___ Alterations or Improvements to Existing Structure

The Architectural Control Committee (ACC) of the Crow Creek Property Owners Association Inc. is the body charged with enforcement of the Crow Creek covenants and guidelines for construction work taking place in Crow Creek. The Contractor has been chosen by an owner of a lot in the community to be the General Contractor on the above-described construction project. In order to insure compliance with the community governing documents, the ACC requires as a part of the project approval process that this Contractor Department Agreement be executed and delivered to the ACC. In consideration of the mutual covenants hereinafter contained between the Contractor and the ACC; the parties agree as follows:

GENERAL CONTRACTOR COVENANTS The General Contractor hereby confirms:

- 1) I have read the Master Declaration of Covenants, Conditions, Restrictions and Easements for Crow Creek, the Supplemental Declaration for the section in which the lot is located, and the current Architectural Standards and Guidelines for Crow Creek (the "Governing Documents"), and do agree to follow them in full.
- 2) I understand and agree that both the property lines and the house footprint are to be staked by a Registered Land Surveyor for review by the ACC Administrator prior to any clearing or construction activities on the lot.
- 3) I agree to carry out this project construction according to the plans and specifications as approved for this project in the final review by the ACC. No changes to these plans will be made by me without prior approval by the ACC.
- 4) I am responsible for the behavior and actions of my employees, agents, subcontractors, suppliers, and others coming on or about the job in connection with my performance under the contract.
- 5) I am responsible for always maintaining a clean construction site. To comply with this requirement, I will provide a container on-site with screening enough 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 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.

6) For the duration of construction and upon completion of the building project, I am responsible for a thorough clean-up of the construction site and surrounding common areas such as streets and sidewalks.

7) I agree that should I or any other person for whom I am responsible violate any provisions of the governing documents or this Agreement that the ACC may:

a) Withdraw my right to enter upon the private streets of Crow Creek 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 private streets to pursue a building project will be considered a trespasser until such time as the right to enter has been restored by the ACC.

8) I agree that I will immediately stop construction on the building project at any time should I be directed to do so by the ACC members provided the STOP-WORK notice describes the way I am in violation. I further agree that any action I take after such notice will be limited to the sole purpose of correcting any violation and/or as otherwise necessary to comply with such notice. I will not commence work toward completion of the building project until the STOP-WORK has been lifted by the ACC.

9) I hereby represent to the ACC that I am a licensed North Carolina General Contractor and that the license number shown at the head of this document is correct, current and sufficient to cover and authorize me to carry out the building contract as the general contractor.

10) I understand the construction bond in the amount of \$2,500.00 (unless noted otherwise) which has been submitted to the ACC will be held by the ACC in an escrow account and should I fail to abide by the Governing Documents and this Agreement, that some or all of the bond may be retained by the ACC. Should the ACC impose a fine or a charge against my 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 ACC may impose a fine or charge for the following types of violations:

A. Failure to control soil run-off into ditches, adjoining lots or ponds.

B. Failure to provide a chemical toilet for the workers' use.

C. Failure to provide the necessary refuse and trash containers.

D Failure of the container to properly screen the chemical toilet and refuse from view.

E. Failure to empty the trash containers.

F. Removal of trees or shrubs in violation of the Governing Documents.

G. Failure to notify the Administrator timely for the various inspections.

H. Failure to provide proper protection and or allowing damage to the streets or curbs by delivery trucks.

Any other violation of-the Governing Documents or this Agreement.

ACC COVENANTS

The ACC hereby covenants and agrees with the Contractor that:

- I. The Contractor may enter upon and use the private streets in the subdivision to access the job site above described until and unless he is given a STOP-WORK order by the ACC because of violation of the Governing Documents or this Agreement.
2. That the \$2,500.00 construction bond will be held in an escrow account by the ACC subject to the terms of this Department Agreement. At the completion of the job, if the Contractor has not violated the Governing Documents or this Agreement, these funds will be returned in full to the Contractor; should, however, the Contractor violate any of these items, the ACC will withhold funds from this bond as required to pay off written violations that remain unpaid.
3. Should the Contractor violate any of these requirements, the ACC will notify the Contractor accordingly and issue a STOP-WORK if the violation is of enough magnitude. The STOP-WORK shall be in writing specifying the reasons and deficiencies, whereupon the Contractor shall immediately cease work until the stop-order is lifted by the ACC. Further, any violations may result in a charge or fine as listed in the Guidelines. Should the Contractor fail to correct any deficiencies, the ACC may proceed to correct the violation as reasonably expedient and charge the full cost thereof to the Contractor and deduct it from the bond.

The parties do hereby execute this Agreement on the date shown at the head of this document.

Crow Creek

Architectural Control Committee (ACC)

General Contractor

By: _____ (Seal)

By: _____ (Seal)

Date: _____

Date: _____

Form 3

CROW CREEK Conceptual Design Review Application

DATE SUBMITTED: _____ LOT# _____

OWNER:

STREET ADDRESS:

CITY, STATE, ZIP:

TELEPHONE: _____ CELL: _____

ARCITECT DESIGNER OR PLAN BOOK:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE: _____ CELL: _____

HEATED LIVING AREA:

Single Story: _____ square feet

Multi-Story

First Floor: _____ square feet

Second Level: _____ square feet

Third Level: _____ square feet

TOTAL - _____ square feet

Estimated impermeable surfaces including driveways, porches, patios, etc.

Design style, e.g., Craftsman, Bungaloid, Traditional, Low Country

Colors and Materials descriptions

Comments: _____

Form 4

CROW CREEK Residential Construction Application

DATE SUBMITTED:

LOT# _____

OWNER

STREET
ADDRESS _____

CITY, STATE, ZIP

EMAIL _____ MOBILE _____

GENERAL CONTRACTOR

ADDRESS _____

CITY, STATE, ZIP _____

EMAIL _____ MOBILE _____

NC License # Classification

ARCHITECT/DESIGNER _____

ADDRESS _____

CITY, STATE, ZIP

EMAIL

_____ MOBILE _____

LANDSCAPE/ARCHITECT _____

ADDRESS _____

CITY, STATE, ZIP

EMAIL _____ MOBILE _____

Form 4 Residential Construction Application Page 2
Application Checklist

Two sets of construction documents - Site Plan @ 1" =20' min. Floor Plans @ 1/4" =1'

Building Elevations @ 1/4"=1' or 1/8"=1'

Landscape Plan @ 1"=20' min.

Material and Color Samples

Preconstruction Forms

(Incomplete applications will not be reviewed)

Application Fees

CONSTRUCTION BOND Amount: \$2500

Received by, Check # _____

Date: _____

REVIEW FEES (8.3, 8.4, 8.5 - \$625, and Road Impact - \$1,000)

Amount: \$1,675 Received by:

Check # _____

Date: _____

Make separate checks payable to: Crow Creek Property Owners Association, Inc.

Square Footage _____

Heated Living Area SF _____

Covered Porches SF under roof SF _____

Decks, Walks, Drives –

SF _____

Submit Completed Applications to:

Crow Creek POA ACC, 470 S Crow Creek Dr NW, Calabash NC 28467

Foundation Finish _____ Color (include sample)

Windows Type Mfg. _____ Color (include sample brochure)

Roofing Material Mfg. _____ Color (include sample brochure)

Exterior Trim (includes shutters)

Material _____

Color (include sample) Shutter

Color _____

EXTERIOR MATERIALS

Exterior Walls

Material _____ Mfg. No _____

Color (include sample)

Exterior Doors

Material _____ Mfg. No _____

Color (include sample)

Garage Doors

Material _____ Mfg. No _____

Color (include sample)

Agreement

I, _____ as property owner, and I,
_____ as general contractor of the described construction
project, acknowledge and agree that:

1) We have read and understand the Master Declaration of Covenants, Conditions, Restrictions and Easements for Crow Creek, the Supplemental Declaration applicable to the subject property, and the Architectural Guidelines adopted by the Architectural Control Committee (the "ACC") of Crow Creek Property Owners Association, Inc. ("POA"), and we agree to comply with same .

2) We will always maintain a clean construction site and install an approved builder identification sign, job toilet, and commercial dumpster or trash bin.

3) We are responsible for the conduct of all workers and' subcontractors performing services on this project while they are engaged by either of us.

4) We agree that by accepting a construction job at Crow Creek, all workers and vehicles are subject to be searched to prevent theft of materials and equipment.

5) We will not undertake any construction that has not been approved by the ACC and we will obtain approval before making any changes in previously approved plans.

6) We agree that construction of the improvements will be completed within twelve (12) months after commencement and in accordance with plans, materials, finishes, and color samples approved by the ACC. We also agree that landscaping will be completed, in accordance with plans approved by the ACC, after completion of the dwelling, weather permitting, in no event later than sixty (60) days after the dwelling is occupied.

7) We understand that a violation will result in enforcement action by the ACC, which may include a STOP-WORK order and assessment of fines against the owner and or the contractor. We further understand that any such fine must be paid within seven (7) days.

8) The owner understands that: (a) the construction bond will be held in an interest hearing account (with interest paid to the Crow Creek POA) until completion of construction, landscaping and final inspection approval; (b) after final inspection approval, any unpaid fines will be deducted from the bond, as well as any unpaid expenses incurred by the Crow Creek POA in connection with unapproved construction, to repair damage to common areas or to clean up the project site; and (c) the amount of the bond remaining after such deductions, if any; will be returned to the owner without interest.

9) The contractor understands that in the event of a violation by the builder, which is not remedied, or in the event of repeated violations by the contractor on this or other projects in Crow Creek. The ACC may take action to prevent future violations, including a requirement that the contractor post a construction bond on future projects (in addition to the owner's bond) and/or refusal to approve future construction projects involving the contractor.

This Application and Agreement made this day of _____ 20 _____

By _____ and _____

PROPERTY OWNER'S SIGNATURE

CONTRACTOR'S
SIGNATURE _____

Form 5

CROW CREEK Field Review -Pre-Clearing Inspection

Owner _____ Date _____

Lot # _____

Street _____

1. The footprint of the house ____ HAS or ____ HAS NOT been staked and complies with the setbacks.

Reason for variance from approved plan:

Approved ____ Not Approved ____ _

2. The trees to be removed ____ HAVE or ____ HAVE NOT been identified.

3. Surveyed Plat available ____

Reason for variance from approved plan:

Approved ____ Not Approved _____

ACC Field Reviewer

Notes: _____

ACC Chairman signature

FORM 6

CROW CREEK Field Review – Dry-In

Owner(s) _____

Date _____

Lot # _____ Street _____

There _____ HAVE _____ HAVE NOT been changes to the approved exterior elevations.

Reason for variance from approved (Change
Order) _____

Approved _____

Not Approved _____

ACC Field Inspector _____

Notes: _____

ACC Chairman:

By: _____

HEATED LIVING AREA:

Single Story: _____ square feet

Multi-Story

First Floor: _____ square feet

Second Level: _____ square feet

Third Level: _____ square feet

TOTAL - _____ square feet

Comments: _____

FORM 7

CROW CREEK Field Review - Final

Owner(s)_____

Lot # _____ Date _____

Street_____

The house is complete and ___ FINISHED ___ NOT FINISHED as shown on approved plans.

Reason for variance (Change Order on file) from approved plan:

___Approved___ Not Approved

ACC Field Inspector_____

Notes:_____

The landscaping is complete and ___ FINISHED ___ NOT FINISHED as shown on approved plans.

Reason for variance from approved plan:

___Approved___ Not Approved

ACC Field Inspector_____

Notes:

The landscaping is not complete, and the Certificate of Final Approval is not being issued until further inspection by the

ACC._____

The homeowner is depositing with the ACC the Sum of \$10,000 as a landscape performance Guarantee pursuant to Section 7.1 of the Architectural Standards and Guidelines, so that the owner may occupy the home prior to the ACC Chairman issuance of the Certificate of Final Approval.

FORM 8 Crow Creek Request for Alteration or Modification

See ACC Guidelines Section 4.3 (Used after owner occupancy)

Level of Request Minor Major (fee required)

\$50 Submittal Fee Payable to Crow Creek AAC or submittal via portal

Check # _____ Receipt Date _____

Property Owner Name(s)

Address _____

Telephone _____ Email _____

Description of Project:

Who will do the work?

Homeowner: _____

NOTE: If construction is included a licensed contractor is required. You must include copies of certificate of liability insurance, a copy of the license; a copy of the proposed project design drawing to scale and dimensioned. Copies of supplied components to be installed and colors/materials.

Contractor: _____

Address:

License

_____ Telephone _____

Email: _____

ACC Review: Approval _____ Denial _____

Explanations for Denial and Recommendations to Gain

Approval _____

ACC Signatures: _____ Date: _____

FORM 9 Crow Creek Change Order Request

See ACC Guidelines Section 4.6 (To Be Used During Construction)

Type of Request _____ Structural _____ Aesthetic

Date Submitted: _____

Fee may be required if determined by the need if ACC needs to hire consulting architect

Check # _____ Receipt Date

Property Owner Name(s)

Address _____
_____ Tele
phone _____ Email _____

Description of Changes to Plans, reason for change and include elevations affected with redlines on plans of finish materials, colors or landscaping affected

General Contractor: _____

Address:

Telephone _____ Email: _____

ACC Review: Approval _____ Denial _____

Explanations for Denial and Recommendations to Gain

Approval _____

ACC Signatures: _____ Date: _____