

**RIVER RUN PLANTATION  
PROPERTY OWNER'S ASSOCIATION, INC**

**ARC Guidelines**



**PART TWO  
Guidelines for Owner/Applicants**

## TABLE OF CONTENT

### **Guidelines for Owner / Applicants Construction of Residences, Structures, etc.**

Introduction	3
Overview	4
Building Criteria, Section:	
6 Stations 1, 4, 5, 6, and 7	5
7 Station 2	11
8 Station 3	16
9 Related Policies	21
10. Owner's Application Package	
A. Letter of Introduction by Board	25
B. Letter of Introduction by ARC	26
C. Organization and Board mandated Fee Schedules	30
10.1 Application for POA Permit	31
10.2 ARC & Owner's required Documents, Check List	33
10.3 Proposed Construction Schedule	34
10.4 Affidavit and Performance Agreement	35
10.5 Contractors Guidelines and Enforcement	37
10.6 POA Building Permit	40
10.6B ARC Permit to Proceed with Lot Improvements	41
10.7 Change Request Form and Permit	42
10.7 ARC Review Meeting & Inspection Check List	43
10.8 Final Inspection & Certificate of Completion	45
10.9B Application/ Permit for Tree removal	48
10.9C ARC Permit for Tree Removal	49
11. Appeals and Variances	
11.1 Appeals	50
11.2 Variances	51
11.3 Application for a Variance	52
11.4 Notice letter on proposed Variance	53

## Introduction

In accordance with the Extended Master Declaration and Development for River Run Plantation, including Covenants, Conditions, and Restrictions (Covenants) these Architectural Review Committee (ARC) Guidelines have been adopted by the Board of Directors of the River Run Plantation Property Owners' Association (POA) to detail the restrictions related to lot improvements. The ARC **Inspector** is the Board of Directors' designee for Architectural and Building Control. These Guidelines have been carefully developed to compliment the Covenants but not to altar their intent. In all instances where contradictions may appear, the Covenants shall prevail.

The committee members are volunteers appointed by the Board to assist owner members in meeting the requirements of the ARC Guidelines. They are fellow members of the POA who have agreed to serve the community by enforcing the Covenants and helping other members meet the requirements of the Guidelines and Covenants. As volunteers appointed by the Board of Directors (BOD), they are protected from liability by the same insurance coverage afforded the BOD. **Note: Currently there is not an ARC Committee of POA members, therefore all reference to ARC Committee refers to the ARC Inspector as the Board of Director's designee.**

These Guidelines have been arranged to allow members of a specific station to collect the requirements of that station. There is therefore, some repetition in language because the requirement applies to more than one station. Copies of these Guidelines shall be made available to POA members upon request. They are also available on the River Run website under "Important Documents."

It is the intention of the Board of Directors to make your lot improvement experience a pleasant one. If you have any questions regarding the ARC process please call the Community manager.

The permitting process is the same for new home construction and improvements made after your home is built. An application is prepared by the owner/builder that details the specifications of the intended project. The application is reviewed and approved when all requirements are met. After a site visit and meeting with the ARC a permit is issued and upon completion of the project a final inspection is made. When completed, as approved, a Certificate of Completion is issued by the ARC. Certain permits require a fee and/or bond. The fees are listed on page 30 of this document.

These guidelines are not intended to be all encompassing or to replace or delete any requirements of the restrictive covenants. Rather, the spirit of these guidelines is to avoid design characteristics that might intrude on a neighbor or detract from the naturalness of the total setting. Beyond these sensible guidelines, homes at river run are intended to be the individual expressions of beauty, comfort, and utility.

**Remember, to submit your Application complete with all required documents and fee payments to the POA Community Manager at least 10 (ten) days prior to an ARC meeting, usually the **first Tuesday** the month This will insure sufficient time for inspection of the plans and preparation for the Review Meeting with you.**

## Overview

The Board of Directors of River Run Plantation has assigned the ARC **Inspector** the responsibility to insure that all lot improvement plans are thoroughly reviewed in accordance with governing documents of the association. The ARC **Inspector** approves such plans prior to issuing any permit and prior to the start of any work on any lot in any station of River Run Plantation. Starting a project without a required permit will result in a fine.

It is important to understand that the ARC Guidelines are mandated by the Covenants and Restrictions of the association and which you as a property owner have accepted as a part of the closing documents. Standards were developed to insure conformance within reasonable limits, to maintain reasonable consistency and to enhance the beauty of River Run Plantation for the benefit of all.

A permit application process has been developed to ease its preparation, and shorten the review and approval process. Your first step is to familiarize yourself with the applicable standards for your Station or project. If you need help in filling in the owner's application form 10.1, please call the Property Manger for assistance or you may be referred to the ARC **Inspector**. Mail or hand-deliver all required documents listed in Section 10.2 and necessary plans, including checks for fees and permit, etc to:

Community Manager	<b>Office Hours</b>
828 Folly Drive, SE	<b>Monday 1PM – 5PM</b>
Bolivia, NC 28422	<b>Wed &amp; Fri 8:30 – 5 PM</b>

The ARC Application process is similar in all areas where a permit is required.

The application is presented to the community manger along with necessary documentation. For a new home or later improvements such as porches, deck, shed garages, the application must include a recent survey, any Brunswick County permits, and drawings of four sides of the structure.

The application includes a description of design, colors, materials and setback information.

The removal of native trees with a suspected disease affecting the structural soundness of the tree must be diagnosed by the County Extension Agent or certified arborist. (7/16/2013)

The Community Manager will check validity of your ownership verify that you are a member in good standing and all dues and/or fines are paid in full.

Certified checks for certain permits and bonds are also received by the Community Manager and deposited at the time of receipt.

It is always wise to think that any exterior alteration to your home or lot may require an ARC permit in order to make that alteration. An ARC permit is required for the following:

- Installation of water and/or septic systems if prior to construction or setup of a new home

- New home construction include mobile home setup

- Changes in new construction or setup plans

- Exterior changes to your home including, but not limited to, trim, repainting, reroofing, additions, and alterations to well systems, heating and air condition units, fences or driveways

- Construction or setup of a shed, garage, carport, deck, porch, or permanent structure (7/16/2013)

- Construction of ornamental yard and garden structures

- Adding or removing fill dirt

- Erection of any fence

- Replacement of a septic system

- Tree removal per 10.N. 1 of Master Declaration

## **6. Building Criteria Stations 1, 4, 5, 6, and 7 (Terrace /Site-built Homes)**

The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marsh, and a restless river. The following 'building criteria' are intended to ensure that all of the homes in our community are gracious, compatible amenities to the treasured atmosphere that makes river run so special to all of us.

6.1 There are no "set" or "prescribed" architectural styles. Creative and sensitive architectural solutions are encouraged to complement each site, to express the design concept of individual property owners, and to contribute to the property as a whole. Each new home built shall be of individual design and shall not be repetitively similar. The Architectural Review Committee shall use its discretion to review each design application and determine how it compliments the surrounding homes and community. The goal is to avoid the appearance of a neighborhood of prefabricated, modular or tract home construction. Therefore, homes of repetitively similar design will not be approved. The Architectural Review Committee will consider roofline, roof pitch, building footprint, elevation and facades as well as material and color choices to determine the appropriateness of design, exterior materials and colors as well as that the style is complimentary and not redundant. The overall objective is that the structure enhances rather than intrude upon the natural surroundings of the area. Accordingly, exterior materials shall be wood, brick, or cement and fiber composition (see Note 1) with coloration's of white, off-white or other colors in muted brown, gray, green, or other natural hue. All homes must be constructed according to the building code of Brunswick County.

6.2 Roof peaks shall be limited to 35 feet above the ground at the highest point at which the grade meets the foundation

6.3 No lot shall be used except for single-family residential purposes. No structure shall be erected; placed or permitted to remain on any lot other than a single-family residential dwelling and such outbuildings as usually accompany a single-family residential dwelling, including a private garage.

A. One (1) garage, attached or unattached will be permitted on each lot or combined lots. The garage may be up to 600 square feet or one third (1/3) the square footage of the home, which ever is greater. An exception to this size limitation may be made when the garage is located under a residence raised on stilts in a flood zone in which case it may not exceed the footprint of the residence its self. Final placement of the garage on the lot shall be established by the Architectural Review Committee and shall generally conform to the set back of adjoining properties.

B. One utility building may be permitted on each lot. It must match the architectural style of the house have matching roof, eaves, overhang, coloring and side wall material, except for brick, which may be replaced with other approved material that blends with the house. It shall be on either a cement slab or other permanent foundation. Hurricane tie-downs shall be internal (no external straps). The utility building size may not exceed 200 square feet. The exact placement of the utility building will be under the supervision of the ARC.

C. Shelter(s) for household pets may be built and installed at the back of a house, not visible from the road. Such shelters shall be properly tied down. A small unobtrusive fenced-in area, blending with the surroundings and the architectural features of the house may be included. Freestanding dog runs, three- or four-sided, of any description or size, are not allowed. (Also see Part 2. Section 6. 8 C below)

6.4 Garages and carports must match the architectural style of the house having matching roof material, eave overhang, sidewall material and color, except for brick, which may be replaced with other approved material that blends with the house.

6.5 Covered porches, open, glassed or screened shall match the trim and sidewall color of the existing home, both exterior and interior. Deck may be installed where appropriate and may be constructed with pressure treated wood, brick, wood-polymer composite decking or concrete.

6.6 Minimum setback for buildings shall be seven and one-half (7 ½) feet, measured from the side property lines to the foundation of buildings, decks, and porches, including steps, and fifteen (15) feet from the side street property line on corner lots. The front setback of the house shall be a minimum of thirty (30) feet from the front property line and generally shall conform to the setback of adjacent or adjoining properties.

6.7 Brunswick County requires that all new homes connect to county water. However, for existing homes, well pumps, when possible, should be under the dwelling or in a garage. When an outdoor well house is used, it shall be constructed with the same brick as used in the underpinning of the house or approved siding, covered with matching shingles and trim painted to match the house.

Such well houses must be kept to as low a profile as possible so that the total height above the ground, including roof, may not exceed 44 inches, width and length shall be 48 inches. It is suggested that the well house roof be constructed as a hinged and tilted flat roof (or a very low gable roof), to be easily removable for maintenance.

All well related equipment shall be housed inside the well house and arranged for ease of maintenance.

## 6.8 Fences

A. "Privacy shields" for shielding of decks, hot tubs, and similar objects, in the rear or side of the house may be erected in the lots in all Stations in the subdivision, provided that such shields are constructed of wood or have a wood like appearance and designed to blend with the general surroundings of the lot, and shall not exceed seven (7) feet in height measured from the ground or deck floor.

B. "Perimeter fences" placed within two (2) feet of a property line must be placed within the property owner's lot line and may not be over four (4) feet high from the ground level and may enclose only the rear yard. Such fences may be post and rail, split rail or picket fences (spaced a minimum of three and one half (3.5) inches apart and must be constructed of wood or wood like material. No fence may enclose any portion of the front or side yard. The rear yard is defined as that portion of the lot extending across the full width of the lot between the rear property line and the nearest line of the residence or any portion thereof. No chain link fence or metal fence is allowed as a perimeter fence or privacy fence.

C. "Small Enclosure Fences" such as used to enclose gardens shall not exceed four (4) feet in height and may be up to 300 square feet. The enclosure shall be located at the back of the house so as not to be seen from the street in front of the house and must be constructed of wood or wood like material.

Other small enclosures may be located at the back of the house so as not to be seen from the street in front of the house, shall not exceed four (4) feet, and must be constructed of wood or wood like material.

Small unobtrusive enclosure fences, such as used to retain a dog, shall not exceed six (6) feet in height and may not exceed 100 square feet, and may be constructed of wood, wood like material or with chain link material. A top for the enclosure, made of wire, may be necessary to retain larger dogs. The enclosure shall be located at the back of the house so as not to be seen from the street in front of the house.

D. "Decorative Fences", limited in heights and length, are permitted as an ornament in specific areas of the front yard to enhance, beautify or decorate a flowerbed, the corners of the lot, or other plantings.

6.9 No tree measuring six (6) inches in diameter as measured at five (5) feet above ground level and located more than fifteen (15) feet from any house or building shall be removed from any lot without the prior written consent of the Association or its designee. In designating the area for the building, the River Run Plantation POA will take into consideration, setback, and sideline requirements, the natural terrain of the individual site, the character of adjoining lots and the plans for the building under consideration. Any property owner who removes a tree from a lot that does not meet the above criteria will be subject to the following:

- A. After the complete stump has been removed, replace the tree in the exact spot the original tree was located.
- B. The replacement tree will need to be of nursery quality stock with a minimum of two (2) inch caliper and six (6) feet in height when planted.
- C. The replacement tree may not be removed at any time without the written permission of the board of directors or its designee.
- D. A fine in the amount of \$100.00 per day will be assessed, starting five days (5) days after a certified letter is received, in notification of a violation. The fine will be enforced until the violation is remedied according to Section 11.1 Appeals. Refer to page 50. (7/16/2013)

6.10 Appropriate provisions must be made for off-street parking as a part of the plans as well as for concealing trash receptacles and any clothes drying facility desired.

6.11 Should individual mailboxes be erected they shall meet the USPS specifications; a roadside mailbox shall be placed where a carrier can reach inside without leaving the truck, i.e. positioning the mailbox about 41" to 45" off the ground and back about 6" to 8" from the curb. (7/16/2013)

6.12 All buildings shall be of conventional site-built construction with underground utilities. Log homes, "A-frame", octagonal or geometric homes will not be permitted. Minimum square footage requirements are as follows: (7/16/2013)

Station 4	<u>1250 sq Ft</u>
Station 1	<u>1250 sq Ft</u>
Station 5	1450 sq. Ft
Station 6	1250 sq. Ft
Station 7	1500 sq. Ft.

6.13 Any new additions constructed that are not specifically covered by the initial building permits, must be approved by both Brunswick County and the River Run Plantation POA.

6.14 A. For each home placed on a lot, there will be a lamppost installed inside the street side property line near the driveway of the home. The light will conform to the ones already in use in the community. The light must be installed with an automatic switch that comes on in the evening and off in the morning using a 40 to 60 watt bulb.

B. Any permanent lawn decorations must be in keeping with the overall character of the River Run Plantation community. Decorations for standing holidays may be installed thirty (30) days prior, with removal no later than thirty (30) days following the holiday.

C. All wood made steps facing streets must have solid risers between treads.

6.15 If the building site adjoins the Lockwood Folly River or a creek, an elevation of the lot must be submitted along with the plans; and provisions must be shown for constructing the main habitable floor at the appropriate elevation in order to comply with CAMA and county requirements and with the national flood insurance requirements. If the main floor is elevated above ground level, the space between the main floor and ground level shall be enclosed.

6.16 In order to actually go ahead with construction, the owner and builder need to meet with the ARC to review the completeness, and compliance with the ARC Guidelines, the previously submitted documents / plans as listed in Part 2, Section 10.

Check:

A. Completeness of Application Form Part 2, Section 10.1 listing the type of work, specifications for exterior materials, including side walls and roof.

B. Validity of Survey

**Preferred:** A copy of recent survey by a registered land surveyor (RLS) on which is hand-drawn the location of proposed house or structure, driveway, water and septic systems and repair field, setbacks, etc.

**Minimum requirement:** Written certification by a RLS (other than original surveyor) that all property line pins are in place, visible and in proper location.

A scaled drawing showing the property lines, the proposed location of house or structure, driveway, water and septic systems and repair field, setbacks, etc.

C. Specifications for exterior materials. Including sidewalls and roof.

D. Color selections for all exterior surfaces, including shutters and roof.



- E. Landscaping plan showing foundation plantings, driveway, drainage mitigation plan and drainage culverts where needed.
- F. Copy of builders all risk insurance or homeowners insurance with special rider for construction. Contractor must provide Certificate of Insurance (COI).

6.17 After all of the above have been submitted and approved; a building permit will be issued within thirty (30) days.

6.18 Construction must begin within sixty (60) days from the date permit is issued or the permit becomes null and void.

6.19 The same covenants and criteria apply to both licensed builders and owner-builders.

6.20 Absolutely no burning of any sort is permitted in the plantation.

6.21 All Ground floor Decks, Sheds, Porches or other similar structure with a ground clearance of more than 12 inches shall be skirted with lattice or some other approved material.

6.22 Exterior Siding materials for site-built homes include:

- Wood - clapboard or panels

- Brick

- Stucco

- Fiber Cement - composed of Portland cement, ground sand, cellulose fiber and water, 5'16" thick, weighing 2.3 lbs/sq. Ft. with a flexural strength along direction of sheet –1850 psi, across direction of sheet –2500 psi when tested in accordance with ASTM test method E136. These specifications are limited to the horizontal lap siding with wood grain texture as the preferred selection and "smooth" siding as an option.

- Wood like molded polypropylene interlocking boards or panels that are 90 to 100 mils in thickness color fast and installed in a manner which enhances the general surroundings.

All siding must be painted or manufactured and installed in colors in keeping with the general requirements of these guidelines.

Extruded PVC VINYL may only be used on soffits, fascia and for trim purposes only.

6.23 Quality Steel or Aluminum Metal Roofing of residential architectural design, such as

- Coastal Metal Service (CMS) Rib-Loc Panels, Dry-Loc Panels and Prime-loc Panels

- Or Metal Forming Inc. 1" or 1.5" Snap-Seam Panels with two stiffening ribs per panel

- Or other equivalently, shall be approved by the ARC.

Batten Panels or similar designs, mostly used for commercial applications may not be used.

Metal roofing may be used on new construction or a replacement roofing material

The roof color shall be complimentary to the siding color and enhance rather than intrude upon the natural surroundings and neighborhood homes. No abstract or contrasting colors are allowed. Bright colors offered by manufacturers, such as bright Red, bright Blue, Yellow, White, Copper or Galvanized like finish (unpainted) will **not** be permitted. Colors shall be more muted to blend in with the surrounding homes, such as black, grey, brown and dark green.

The ARC shall use its discretion to review and approve all application and color selections, based on actual color samples and color combinations, to determine how it compliments the aesthetic of River Run Plantation.

These guidelines are not intended to be all encompassing or to replace or delete any requirements of the restrictive covenants. Rather, the spirit of these guidelines is to avoid design characteristics that might intrude upon a neighbor or detract from the naturalness of the total setting. Beyond these sensible guidelines, homes at river run are intended to be individual expressions of beauty, comfort, and utility.

**Remember to submit your Application complete with all required documents and fee payments to the POA Community Manager at least 10 (ten) days prior to an ARC Meeting, usually the **first Wednesday** of the month. This will insure sufficient time for inspection of the plans and preparation for the meeting with you.**

## 7. Building Criteria Station 2

### (Garden/ Double-wide manufactured and Modular Homes)

The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marsh, and a restless river. The following 'building criteria' are intended to ensure that all of the homes in our community are gracious, compatible amenities to the treasured atmosphere, which makes River Run so special to all of us.

7.1 All homes must be installed in accordance with the building code of Brunswick County. Roof peaks shall be limited to 35 feet above the ground at the highest point at which the grade meets the foundation

7.2 The overall objective is that the structure enhances, rather than intrude upon the natural surroundings of the area. Accordingly, exterior coloration's shall be white, off-white or other colors in muted brown, gray, green, or other natural hue.

7.3 Fences

A. "Privacy shields" for shielding of decks, hot tubs, and similar objects, in the rear or side of the house may be erected in the lots in all Stations in the subdivision, provided that such shields are constructed of wood or have a wood like appearance and designed to blend with the general surroundings of the lot, and shall not exceed seven (7) feet in height measured from the ground or deck floor.

B. "Perimeter fences" placed within two (2) feet of a property line must be placed within the property owner's lot line and may not be over four (4) feet high from the ground level and may enclose only the rear yard. Such fences may be post and rail, split rail or picket fences (spaced a minimum of three and one half (3.5) inches apart and must be constructed of wood or wood like material. No fence may enclose any portion of the front or side yard. The rear yard is defined as that portion of the lot extending across the full width of the lot between the rear property line and the nearest line of the residence or any portion thereof. No chain link fence or metal fence is allowed as a perimeter fence or privacy fence.

C. "Small Enclosure Fences" such as used to enclose gardens shall not exceed four (4) feet in height and may be up to 300 square feet. The enclosure shall be located at the back of the house so as not to be seen from the street in front of the house and must be constructed of wood or wood like material.

Other small enclosures may be located at the back of the house so as not to be seen from the street in front of the house, shall not exceed four (4) feet, and must be constructed of wood or wood like material.

Small unobtrusive enclosure fences, such as used to retain a dog, shall not exceed six (6) feet in height and may not exceed 100 square feet, and may be constructed of wood, wood like material or with chain link material. A top for the enclosure, made of wire, may be necessary to retain larger dogs. The enclosure shall be located at the back of the house so as not to be seen from the street in front of the house.

D. "Decorative Fences", limited in heights and length, are permitted as an ornament in specific areas of the front yard to enhance, beautify or decorate a flowerbed, the corners of the lot or other plantings.

7.4 No tree measuring six (6) inches in diameter as measured at five (5) feet above ground level and located more than fifteen (15) feet from any house or building shall be removed from any lot without the prior written consent of the Association or its designee. In designating the area for the building, the River Run Plantation POA will take into consideration, setback, and sideline requirements, the natural terrain of the individual site, the character of adjoining lots and the plans for the building under consideration. Any property owner who removes a tree from a lot that does not meet the above criteria will be subject to the following:

- A. After the complete stump has been removed, replace the tree in the exact spot the original tree was located.
- B. The replacement tree will need to be of nursery quality stock with a minimum of two (2) inch caliper and six (6) feet in height when planted.
- C. The replacement tree may not be removed at any time without the written permission of the board of directors or its designee.
- D. A fine in the amount of \$100.00 per day will be assessed, starting five days (5) days after a certified letter is received, in notification of a violation. The fine will be enforced until the violation is remedied according to Section 11.1 Appeals. Refer to page 50. (7/16/2013)

7.5 Minimum setback for buildings shall be seven and one half (7 ½ feet), measured from the side property lines to the foundation of buildings, decks, and porches, including steps and fifteen (15) feet from the side street property line on corner lots. The front set-back of the house shall be a minimum of thirty (30) feet from the front property line and generally shall conform to the setback of adjacent and adjoining properties.

7.6 Appropriate provisions must be made for off-street parking as a part of the plans as well as for concealing trash receptacles and any clothes-drying facility desired.

7.7 Should individual mailboxes be erected they shall meet the USPS specifications; a roadside mailbox shall be placed where a carrier can reach inside without leaving the truck, i.e. positioning the mailbox about 41" to 45" off the ground and back about 6" to 8" from the curb. (7/16/2013)

7.8 All homes, placed in Station 2, must be factory manufactured and shall be new and of prime quality at time of placement. They shall be set on double block foundations, must be closed in underneath with brick and have an over-hanging shingled roof. No other materials may be used for the underpinning. Exterior materials shall be tied shiplap siding installed vertically or horizontally, wood, brick, or cement and fiber composition. All brick steps will be constructed with the same type as used in the underpinning of the home. All wood made steps facing streets must have solid risers between treads. (7/16/2013)

In addition to mobile double-wide homes, on site prefabricated modular homes and stick built homes are permitted, provided the specified dimensions for a double wide unit is not exceeded and the exterior appearances remain those of a double-wide unit.

Due to access and road limitations at RRP, the maximum size of one-half of a double-wide home shall not exceed 16 feet by 76 feet of fully enclosed floor area, and shall be limited to a height of 14 feet and 6 inches,

7.9 Brunswick County requires that all new homes connect to county water. However, existing well pumps, when possible, should be under the dwelling or in a garage. When an outdoor well house is used, it shall be constructed with the same brick as used in the underpinning of the house or approved siding, covered with matching shingles and trim painted to match the house.

Such well houses must be kept to as low a profile as possible so that the total height above the ground, including roof, may not exceed 44 inches, width and length shall be 48 inches. It is suggested that the well house roof be constructed as a hinged and tilted flat roof (or a very low gable roof), to be easily removable for maintenance.

All well related equipment shall be housed inside the well house and arranged for ease of maintenance.

7.10 Hitches used in the transportation of the home must be removed from the home.

7.11 Covered porches are permitted. They must be a minimum size of six (6) feet wide by eight (8) feet long. The minimum setback will be measured from the property line to the foundation, including steps. Covered porches shall match the trim and sidewall color of the existing home.

7.12 No lot shall be used except for single-family residential purposes. No structure shall be erected; placed or permitted to remain on any lot other than a single-family residential dwelling and such outbuildings as usually accompany a single-family residential dwelling, including a private garage.

A. One (1) garage, attached or unattached will be permitted on each lot or combined lots. The garage may be up to 600 square feet or one third (1/3) the square footage of the home, which ever is greater. An exception to this size limitation may be made when the garage is located under a residence raised on stilts in a flood zone in which case it may not exceed the footprint of the residence its self. Final placement of the garage on the lot shall be established by the Architectural Review Committee and shall generally conform to the set back of adjoining properties.

B. One utility building may be permitted on each lot. It must match the architectural style of the house have matching roof, eaves, overhang, coloring and side wall material, except for brick, which may be replaced with other approved material that blends with the house. It shall be on either a cement slab or other permanent foundation. Hurricane tie-downs shall be internal (no external straps). The utility building size may not exceed 200 square feet. The exact placement of the utility building will be under the supervision of the River Run Plantation Property Owners Association.

C. Shelter(s) for household pets may be built and installed at the back of a house, not visible from the road. Such shelters shall be properly tied down. A small unobtrusive fenced-in area, blending with the surroundings and the architectural features of the house may be included. Freestanding dog runs, three- or four-sided, of any description or size, are not allowed. (also see 7.3 C )

7.13 Garages and carports must match the architectural style of the house having matching roof material, eave overhang, side wall material and color.

7.14 Decks may be installed on the front, the rear or the end of the home, where appropriate, and may be of treated wood, brick, concrete and fiber composition floor (7/16/2013). Minimum size is six (6) feet wide by eight (8) feet long.

7.15 Covered porches, open, glassed or screened, may be constructed on the front, the rear, or on the end of the home, when appropriate. Any such addition must be of quality construction, an asset to the home and blend with and match the coloration of the home, both exterior and interior.

7.16 Any new additions constructed that are not specifically covered by the initial building permits must be approved by both Brunswick County and the River Run Plantation POA. Metal Roofing as a replacement on existing double-wide homes requires a Permit Application and ARC approval. For requirements see Part 2, Section 6.22.

7.17 A. For each home placed on a lot in Station 2, there will be a lamppost installed inside the street side property line near the driveway of the home. The light will conform to the ones already in use in the community. The light will be installed with an automatic switch that comes on in the evening and off in the morning using a 40 to 60 watt bulb.

B. Any permanent ornamental lawn decorations must be in good taste and in keeping with the overall character of the River Run Plantation community. Decorations for standing holidays may be installed thirty (30) days prior, with removal no later than thirty (30) days following the holiday (7/14/2013).

7.18 Any driveway from the street to the lot that requires a culvert (pipe), head walls of the matching brick under the home will be constructed at each end of the pipe. These head walls shall not exceed six (6) inches in height above the level of the driveway. The pipe should be twelve (12) inches in diameter and be countersunk one-third of its diameter below the existing level of the ground where it is to be placed.

7.19 All utilities will be placed underground.

7.20 In order to actually go ahead with construction, the owner and builder need to meet with the ARC to review the completeness, and compliance with the ARC Guidelines, the previously submitted documents / plans as listed in Part 2, Section 10.

A. Completeness of Application Form 10.1 listing the type of work, specifications for exterior materials, including side walls and roof.

B. Validity of Survey

**Preferred:** A copy of a recent survey by a registered land surveyor (RLS) on which is hand-drawn the location of proposed house or structure, driveway, water and septic systems and repair field, setbacks, etc.

**Minimum requirement:** Written certification by a RLS (other than original surveyor) that all property line pins are in place, visible and in proper location.

A scaled drawing showing the property lines, the proposed location of house or structure, driveway, water and septic systems and repair field, setbacks, etc.

- C. Specifications for exterior materials. Including sidewalls and roof.
- D. Color selections for all exterior surfaces, including shutters and roof.
- E. Landscaping plan showing foundation plantings, driveway, drainage mitigation plan and drainage culverts where needed.
- F. Copy of builders all risk insurance or homeowners insurance with special rider for construction. Contractor must provide Certificate of Insurance (COI).

7.21 After all of the above have been submitted and approved; a building permit will be issued within thirty (30) days. It will remain in effect for six (6) months from date of issuance.

7.22 Placement should begin within sixty (60) days from the date the permit is issued or the permit becomes null and void.

7.23 The same covenants and criteria apply to both licensed builders and owner-builders.

7.24 Absolutely no burning of any sort on construction lot.

7.25 All Ground floor Decks, Sheds, Porches or other similar structure with a ground clearance of more than 12 inches shall be skirted with lattice or some other approved material.

These guidelines are not intended to be all encompassing or to replace or delete any requirements of the restrictive covenants. Rather, the spirit of these guidelines is to avoid design characteristics that might intrude upon a neighbor or detract from the naturalness of the total setting. Beyond these sensible guidelines, homes at river run are intended to be individual expressions of beauty, comfort and utility.

**Remember to submit your Application complete with all required documents and fee payments to the POA Community Manager at least 10 (ten) days prior to an ARC Meeting, usually **the first Wednesday** of the month. This will insure sufficient time for inspection of the plans and preparation for the meeting with you.**

## **8. Building Criteria Station 3**

### **(Patio / Single-wide manufactured Homed)**

The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marsh, and a restless river. The following 'Building Criteria' are intended to ensure that all of the homes in our community are gracious, compatible amenities to the treasured atmosphere that makes river run so special to all of us.

8.1 The overall objective is that the structures enhance, rather than intrude upon the natural surroundings of the area. Accordingly, exterior coloration's shall be white, off-white or other colors in muted brown, gray, green, or other natural hue.

8.2 All homes must be constructed according to the building code of Brunswick County.

#### 8.3 Fences

A. "Privacy shields" for shielding of decks, and hot tubs in the rear or side of the house may be erected in the lots in all Stations in the subdivision, provided that such shields are constructed of wood or have a wood like appearance and designed to blend with the general surroundings of the lot, and shall not exceed 7 feet in height measured from the ground or deck floor.

B. "Perimeter fences" placed within two (2) feet of a property line must be placed within the property owner's lot line and may not be over four (4) feet high from the ground level and may enclose only the rear yard, Such fences may be post and rail, split rail or picket fences (spaced a minimum of three and one half (3.5) inches apart and must be constructed of wood or wood like material. No fence may enclose any portion of the front or side yard. The rear yard is defined as that portion of the lot extending across the full width of the lot between the rear property line and the nearest line of the residence or any portion thereof. No chain link fence or metal fence is allowed as a perimeter fence or privacy fence.

C. "Small Enclosure Fences" such as used to enclose gardens shall not exceed four (4) feet in height and may be up to 300 square feet, the enclosure shall be located at the back of the house so as not to be seen from the street in front of the house and must be constructed of wood or wood like material.

Other small enclosures may be added at the back of the house so as not to be seen from the street in front of the house, shall not exceed four (4) feet and must be constructed of wood or wood like material.

Small unobtrusive Enclosure Fences, such as used to retain a dog, shall not exceed six (6) feet in height and may not exceed 100 square feet, and may be constructed of wood, wood like material or with chain link material. A top for the enclosure, made of wire, may be necessary to retain larger dogs. The enclosure shall be located at the back of the house so as not to be seen from the street in front of the house.

D. "Decorative Fences", limited in heights and length, are permitted as an ornament in specific areas of the front yard to enhance, beautify or decorate a flowerbed, the corners of the lot or other plantings.



8.4 No tree measuring six (6) inches in diameter as measured at five (5) feet above ground level and located more than fifteen (15) feet from any house or building shall be removed from any lot without the prior written consent of the Association or its designee. In designating the area for the building, the River Run Plantation POA will take into consideration, setback, and sideline requirements, the natural terrain of the individual site, the character of adjoining lots and the plans for the building under consideration. Any property owner who removes a tree from a lot that does not meet the above criteria will be subject to the following:

A. After the complete stump has been removed, replace the tree in the exact spot the original tree was located.

B. The replacement tree will need to be of nursery quality stock with a minimum of two (2) inch caliper and six (6) feet in height when planted.

C. The replacement tree may not be removed at any time without the written permission of the board of directors or its designee.

D. A fine in the amount of \$100.00 per day will be assessed, starting five days (5) days after a certified letter is received, in notification of a violation. The fine will be enforced until the violation is remedied according to Section 11.1 Appeals. Refer to page 50. (7/16/2013)

8.5 Appropriate provisions must be made for off-street parking as a part of the plans as well as for concealing trash receptacles and any clothes-drying facility desired.

8.6 Should individual mailboxes be erected they shall meet the USPS specifications; a roadside mailbox shall be placed where a carrier can reach inside without leaving the truck, i.e. positioning the mailbox about 41" to 45" off the ground and back about 6" to 8" from the curb. (7/16/2013)

8.7 All homes placed in Station 3 must be factory manufactured and shall be new and of prime quality at the time of placement. They shall be set on double block foundations, must be closed in underneath with brick and have an over-hanging shingled roof. No other materials may be used for the underpinning. Exterior materials shall be tied shiplap siding installed vertically or horizontally, wood, brick, or cement and fiber composition. All brick steps will be constructed with the same type as used in the underpinning of the home. The singlewide manufactured home shall have a gable roof. All wood made steps facing streets must have solid risers between treads. (7/16/2013)

In addition to mobile single-wide units, prefabricated modular homes and on site stick built homes are permitted, provided the specified dimensions for a single-wide unit is not exceeded and the exterior appearances remain those of a single-wide unit.

8.8 A sun deck or porch shall be installed and shall be equipped with a thirty (30) inch banister rail along the perimeter of the porch. The banister shall have a sufficient number of pickets standing in an upright manner to present a neat appearance. Neither the sun deck nor porch must be covered. However, covered porches, open, glassed or screened, shall match the trim and sidewall color of the existing home, both exterior and interior. The sun deck or porch shall be constructed of all-weather or treated wood and may be stained, or if painted shall carry the same coloration as the home. A concrete or stone patio (with mortared joints)

may be installed in lieu of the deck or porch. The patio, like the sun deck or porch, may be open or covered. However, if covered, it shall carry the same coloration as the house. Coloration of the banister rail pickets and roofing should compliment the house.

8.9 The home shall be placed on the lot under the supervision and control of the River Run Plantation POA. In determining the placement, it will generally establish a setback line from the street for each lot or row of lots, and further, the home will generally be placed parallel to the right hand property line as viewed standing in the street looking into the lot. An offset from the right hand property line of seven and one half (7½) feet, fifteen (15) feet if on a corner lot and a set back of thirty (30) feet from the front property line, depending upon trees, will be observed and generally shall conform with the setback of adjacent and adjoining properties. The offset shall be measured to the foundations of porches and steps.

Due to access and road limitations at RRP, the maximum size of a single-wide home shall not exceed 16 feet by 76 feet of fully enclosed floor area, and shall be limited to a height of 14 feet and 6 inches. The minimum size of a single-wide home shall be 840 square feet (14 x 60 feet).

8.10 No lot shall be used except for single-family residential purposes. No structure shall be erected; placed or permitted to remain on any lot other than a single-family residential dwelling and such outbuildings as usually accompany a single-family residential dwelling, including a private garage.

A. One (1) garage, attached or unattached will be permitted on each lot or combined lots. The garage may be up to 600 square feet or one third (1/3) the square footage of the home, whichever is greater. An exception to this size limitation may be made when the garage is located under a residence raised on stilts in a flood zone in which case it may not exceed the footprint of the residence itself. Final placement of the garage on the lot shall be established by the ARC and shall generally conform to the set back of adjoining properties.

B. One (1) utility building may be permitted on each lot. It must match the architectural style of the house have matching roof, eaves, overhang, coloring and side wall material, except for brick, which may be replaced with other approved material that blends with the house. It shall be on either a cement slab or other permanent foundation. Hurricane tie-downs shall be internal (no external straps). The utility building size may not exceed 144 square feet. The exact placement of the utility building will be under the supervision of the River Run Plantation Property Owners Association.

C. Shelters for household pets may be built and installed at the back of a house, not visible from the road. Such shelters shall be properly tied down. A small unobtrusive fenced-in area, blending with the surroundings and the architectural features of the house may be included. Freestanding dog runs, three- or four-sided, of any description or size, are not allowed. (also see Part 2, Section 8.2 )

8.11 Covered porches, glassed or screened, shall match the trim and sidewall color of the existing home, both exterior and interior and may be constructed on the front, the rear or on the end of the home, when appropriate. Any such addition must be of quality construction, an asset to the home.

8.12 Garages and carports must match the architectural style of the house having matching roof material, eave overhang, side wall material and color. Exception: in the case of some manufactured homes, it may not be desirable to exactly match the sidewall material. In such cases the sidewalls should be of high quality and match in color and appearance as closely as reasonable.

8.13 Any new additions that are not specifically covered by the initial building permits must be approved by both Brunswick County and the River Run Plantation POA.

Metal Roofing as a replacement on existing Single-wide Homes requires a Permit Application and ARC Approval. For requirements see Part 2, Section 6.22, page 9.

8.14 A. For each home placed on the lot in Station 3, there will be a lamppost installed inside the street side property line near the driveway to the home. The light will conform to the ones already in use in the community. The light will be installed with an automatic switch that comes on in the evening and turns off in the morning using a 40 to 60 watt bulb.

B. Any permanent ornamental lawn decorations must be in good taste and in keeping with the overall character of the River Run Plantation community. Decorations for standing holidays may be installed thirty (30) days prior, with removal no later than thirty (30) days following the holiday. (7/16/2013)

8.15 Brunswick County requires that all new homes connect to county water. However, existing well pumps, when possible, should be under the dwelling or in a garage. When an outdoor well house is used, it shall be constructed with the same brick as used in the underpinning of the house or approved siding, covered with matching shingles and trim painted to match the house.

Such well houses must be kept to as low a profile as possible so that the total height above the ground, including roof, may not exceed 44 inches, width and length shall be 48 inches. It is suggested that the well house roof be constructed as a hinged and tilted flat roof (or a very low gable roof), to be easily removable for maintenance.

All well related equipment shall be housed inside the well house and arranged for ease of maintenance.

8.16 All utilities will be placed underground.

8.17 Hitches used in the transportation of the home must be removed from the home.

8.18 POA "Exhibit A" is the typical lot layout for a singlewide home showing the lot, the parking area and the placement of the home as well as the utility building and the driveway entrance light. The layout on corner lots may differ with the main entrance of the home facing the side street. Such variations are to be approved by the POA board.

8.19 In order to actually go ahead with construction, the owner and builder need to meet with the ARC to review completeness, and compliance with ARC Guidelines, of the previously submitted documents/plans, as listed in Part 2, Section 10.

A. Completeness of Application Form (Part 2, Section 10.1) listing the type of work, specifications for exterior materials, including side walls and roof.

B. Validity of Survey

**Preferred:** A copy of a recent survey by registered land surveyor (RLS) on which is hand-drawn the location of proposed house or structure, driveway, water and septic systems and repair field, setbacks, etc.

**Minimum requirement:** Written certification by a RLS (other than original surveyor) that all property line pins are in place, visible and in proper location.

A scaled drawing showing the property lines, the proposed location of house or structure, driveway, water and septic systems and repair field, setbacks, etc.

C. Specifications for exterior materials including sidewalls and roof.

D. Color selections for all exterior surfaces, including shutters and roof.

E. Landscaping plan showing foundation plantings, driveway, drainage mitigation plan and drainage culverts where needed.

F. Copy of builders all risk insurance or homeowners insurance with special rider for construction. Contractor must provide Certificate of Insurance (COI).

8.20 After all of the above have been submitted and approved; a building permit will be issued within thirty (30) days. It will remain in effect for six (6) months from date of issuance.

8.21 Placement should begin within sixty (60) days from the date the permit is issued or the permit becomes null and void.

8.22 The same covenants and criteria apply to both licensed builders and owner-builders.

8.23 All Ground floor Decks, Sheds, Porches or similar structure with a ground clearance of more than 12 inches shall be skirted with lattice or some other approved material.

8.24 Absolutely no burning of any sort on construction lot.

These guidelines are not intended to be all encompassing or to replace or delete any requirements of the restrictive covenants. Rather, the spirit of these guidelines is to avoid design characteristics that might intrude on a neighbor or detract from the naturalness of the total setting. Beyond these sensible guidelines, homes at river run are intended to be the individual expressions of beauty, comfort, and utility.

**Remember to submit your Application complete with all required documents and fee payments to the POA Community Manager at least 10 (ten) days prior to an ARC Meeting, usually **the first Wednesday** of the month. This will insure sufficient time for inspection of the plans and preparation for the meeting with you.**

## 9. Related Policies

### 9.1 TREE REMOVAL

9.1.1 A POA permit is required before removing a living tree over six (6) inches in diameter as measured at five (5) feet above ground level or nineteen (19") inches circumference and located more than (15) feet from any house or building. The removal of native trees with a suspected disease affecting the structural soundness of the tree must be diagnosed by the County Extension Agent or certified arborist. (7/16/2013)

9.1.2. For combined policy, application and permit details see Part, 2, Section 10.9 of these Guidelines.

### 9.2 ADDITION OF FILL TO LOT PRIOR TO CONSTRUCTION

9.2.1 Approval by ARC to add fill will be given for the following reasons only:

- \* Lot improvement based on county building requirements or professional advice with written assessment of impact to lot and adjoining lots or property.
- \* County required fill-pad for installation of septic system prior to issue of POA building permit to start construction

9.2.2 Fill shall be clean and must be graded within the approved confines and within one month after deposit. Area shall be re-seeded where necessary.

### 9.3 Protection of POA common lake areas during and after construction

#### 9.3.1 General

Lakefront lot owners are responsible for any water-edge erosion and lake contamination caused by construction or disturbance of existing habitat within ten (10) feet of the water edge. The ARC and POA require corrective actions at owner's expense for contamination of POA common lake area,

#### 9.3.2 Construction Phase

Clearing of existing habitat within ten (10) feet of water-edge during this phase is not approved. Placement of silt fencing along ten (10) feet perimeter is required when clearing higher ground.

9.3.3 Depending on site condition and extent of clearing of lot. Additional means of protection of common lake area may be needed, such as, but not limited to:

- Installation of a berm on high side of silt fencing
- Installation of additional silt fencing. Other means

#### 9.3.4 Landscaping

Clearing of existing habitat is discouraged within ten (10) feet of water-edge

9.3.5 The ARC will approve selected removal of larger trees to enhance water view. Stumps and root system may not be dug up.

9.3.6 Lot owners wishing to establish lawn area to water-edge contrary to preference listed above in 9.3. Landscaping must place sod in the ten (10) feet perimeter immediately after

clearing to water-edge. Sod is to be protected with silt fencing until high ground lawn is well established,

9.3.7 For permit details see Part 1 Section 3.7 of this guide.

## **9.4 Piers on Lake And Waterfront Lots**

### **9.4.1 Docks on Interior Lakes**

Docks on Association owned interior lots require an ARC Permit Such docks shall not exceed 8' x 12' or 96 square feet and may not extend more than six (6) feet into the lake or beyond the property line.

Such docks shall be allowed for home owners benefit only and are not considered Association property nor for other members use, the home owner is responsible for all costs of construction, maintenance and removal when damaged beyond repair by storms, aging, etc. No such docks shall be built on vacant lots.

### **9.4.2 Piers, Docks and Floating Docks on Riverfront Lots**

The Association is the owner of the marsh area designated as lot 217001031 (Brunswick County Map), namely the marsh area extending from the waterfront property line to the edge of Lockwood Folly River. Piers (etc.) on the river front or marsh front lots require an Association Permit issued by the ARC and must meet "General CAMA Conditions" 15A NCAC 07H, Section .1200, as well as applicable State and local building codes.

Such piers, etc. shall be allowed for home owners benefit only and are not considered Association property nor for other members use. The home owner is responsible for all costs of construction, maintenance and removal when damaged beyond repair by storms, aging, etc. No such piers shall be built on vacant lots.

ARC Permit Applications must be complete with a copy of the CAMA Permit, including required drawings for CAMA Permit, as well as copy of notifications to adjacent property owners.

## **9.5 Minimum Setback for Corner Lots**

9.5.1. Must meet Brunswick County code minimum sideline setback of fifteen (15) feet,

9.5.2. Must meet POA minimum thirty (30) feet front setback.

## **9.6 Minimum Setback for Lake Lots**

9.6.1 Minimum set back from lake water edge to nearest foundation of building, including decks and porches, shall be sixty (60) feet where possible.

## **9.7 Walkways .**

9.7.1 Walkways not exceeding six (6) inches in height require no POA permit.

## **9.8 Sheds**

9.8.1 Shed or Utility Building to be placed at the rear of the lot, at a distance of not less than nine (9) feet from the rear property line and seven and one-half (7 ½) feet from the side property line .

## **9.9 Speculative Homes**

### **9.9.1 Definition:**

Speculative Homes (Spec Homes) are those homes built in River Run Plantation with the intention of immediate sale before or upon completion of construction or placement.

### **9.9.2 Applicability**

This policy applies to all property owners having title to one or more lots in one or any Station of River Run Plantation.

### **9.9.3 Policy**

- A ) Any lot owner having title to a single lot may receive a permit to build a Spec Home.
- B ) No "Model Homes" shall be permitted. No signs shall be posted inside River Run Plantation.

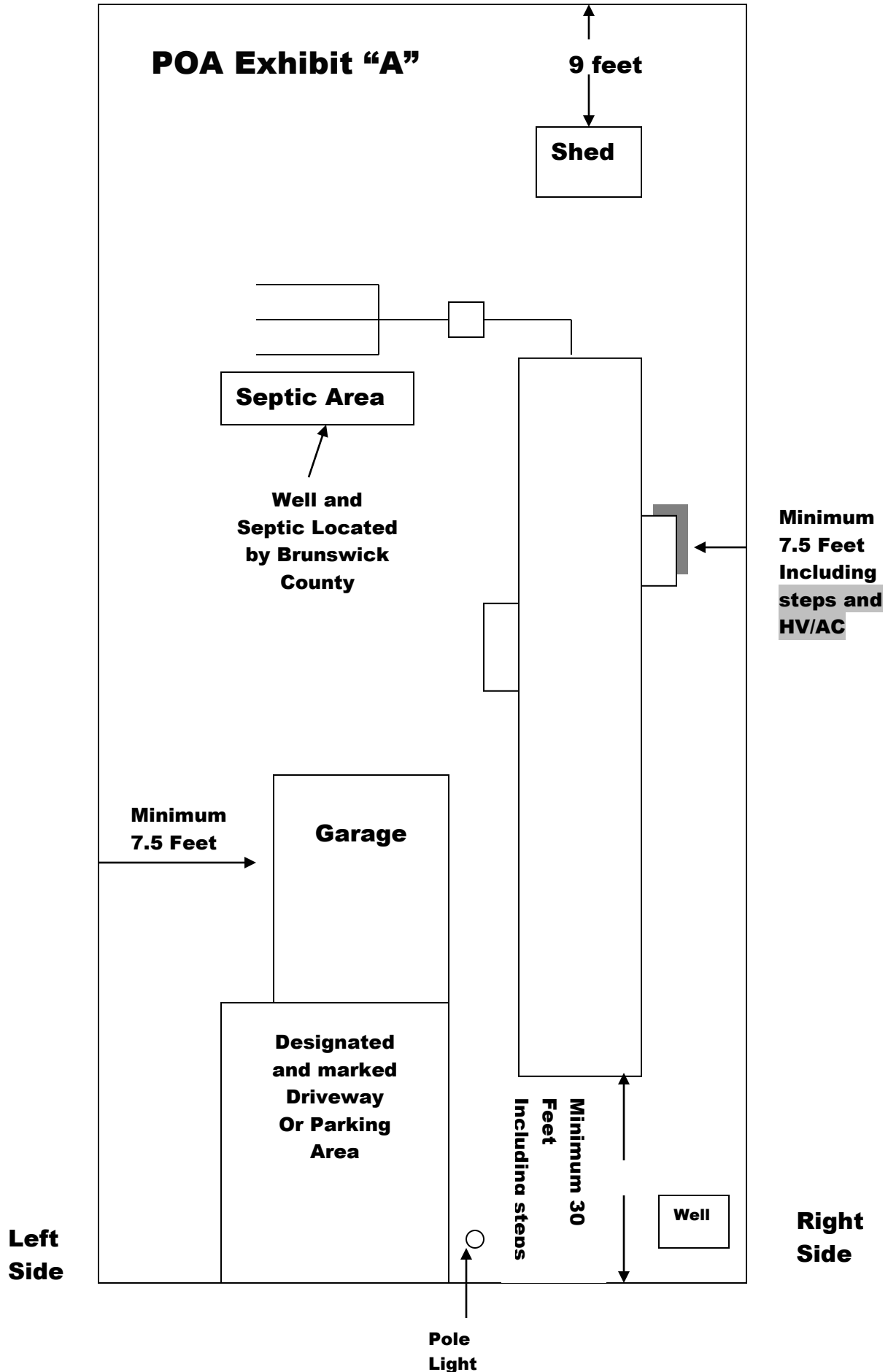
## **9.10 Removal of Patio/Garden home from Stations 2 or 3:**

Any one removing a home from Station 2 or Station 3 is required to complete the following documents

1. Application for POA Permit (10.1)
2. Title/Deed or other legal verification of ownership In the event the Mobile Home owner and Lot owner are not the same, a copy of a written agreement to remove a Mobile Home, signed by both parties, shall be submitted to the Association.
3. Bond = \$2500
4. Road Impact Fee = \$500 (Single-wide)  
\$700 (Double-wide)

Once the above documents have been received by the Community Manager's Office, the ARC will establish a meeting date to determine the best possible way to make the move, ensuring that all property is left undamaged or restored to its original status. After the home is removed, lot cleanup is to be completed within 10 days by the property owner. The ARC will complete a final inspection of the site within 15 days of the home removal. Any violations will be subject to Covenant & Board policies.

# POA Exhibit "A"





## 10. Owner's Information Package for New Home Construction

### A. Letter of Introduction, Board of Directors

#### River Run Plantation

RE: Architectural Review Committee (ARC) building guidelines and coordination with the committee.

Dear property owner and association member;

River Run Plantation is a beautiful place to come home to. The Board of Directors welcomes you and your family as soon to be "new residents".

It is an exciting time for you in planning the move to River Run Plantation and to consider the many aspects of building a new home or buying a new manufactured home.

River Run Plantation is a "gated", private community and it is important that you are conversant with the governing documents, such as the bylaws, the restrictive covenants and the ARC Building Guidelines by station. If you do not have any of these important documents please obtain what you need from our Community Manager:

William Douglas Management  
828 Folly Drive, Bolivia, NC 28422  
Phone (910) 842-2295  
FAX (910) 842-2297  
E-mail: [sjohnson@wmdouglas.com](mailto:sjohnson@wmdouglas.com)

Office Hours at RRP  
Monday 1 PM – 5 PM  
Wednesday 8 :30 AM – 5 PM  
Friday 8 :30 AM – 5 PM

Copies of these documents are available online at <http://www.riverrunplantation.com>

The board is obligated to apply all rules and regulations on all building projects for the benefit of all property owners and the community at large.

The ARC members, all of whom are dedicated volunteers of our community, will assist you in reviewing your building plans and specifications to assure that the various building criteria are met. Your support and cooperation with the ARC in this process, particularly in submitting a complete permit application form, will be greatly appreciated by the ARC and the Board of Directors.

Thank you and welcome to River Run Plantation.

The Board of Directors

## **B. New Home Construction - Architectural Review Committee (ARC) Guidance River Run Plantation**

The Board of Directors of River Run Plantation has assigned the Architectural Review Committee (ARC) the responsibility to insure that building plans are thoroughly reviewed in accordance with governing documents of the association. The ARC approves such building plans prior to issuing a building permit and prior to the start of any work on any lot in any station of River Run Plantation. The ARC will assist you in complying with the covenants and the ARC Guidelines.

It is important to understand that the ARC Building Guidelines are mandated by the Bylaws and Covenants of the association and which you as a property owner have accepted as a part of the closing documents. Standards were developed to insure conformance within reasonable limits, to maintain reasonable consistency and to enhance the beauty of River Run Plantation for the benefit of all.

A permit application process has been developed to ease the preparation, and shorten the review and approval process.

- Your first step is to familiarize yourself with the applicable Standards for your Station (Part 2, Sections 6,7 or 8 and Section 10 of the ARC Guidelines). If you need help in filling in the owner's application form 10.1, please call the Property Manager for assistance or you may be referred to an ARC Member.
- Mail or hand-deliver all required documents listed in Section 10.2 and necessary plans, including checks for fees and permit, etc to the Community Manager :  

<b>William Douglas Mgmt</b>	<b>Office Hours at RRP</b>
828 Folly Drive, SE	<b>Monday 1 PM – 5PM</b>
Bolivia, NC 28422	<b>Wed &amp; Fri 8:30 AM – 5PM</b>

The Community Manager checks validity of ownership (copy of title or Settlement Statement), verifies that all dues are paid in full and receives (log-in) required fee payments.

A check in the amount of \$2500.00, made payable to "River Run Property Owner Association" will be needed and placed in escrow. You will receive a refund of \$2500.00 (without interest), following the issuance of the POA Certificate Of Completion, provided all criteria of the affidavit and the performance agreement have been met, less deductions, if any, for late completion and or fines.

A second check is needed for a road impact fee in the amount of \$500.00 for Single-wide homes, \$700.00 for Double-wide homes and \$900.00 for Site-built homes. This money will be placed into the road reserve account, and is not refundable.

A third check is needed for the POA Building Permit in the amount of \$300.00 for homes in Station II and III and \$450.00 for all site-built Stations and Modular Homes.

Removed ARC Meeting Fee (7/16/2013)

The Architectural Review Committee (ARC) generally meets the **first Wednesday** of each month or may schedule an alternate meeting date. No ARC activities will take place 2 days before and 2 days after Public Holidays and the week after Christmas. Applications submitted less than ten (10) days prior the regular ARC meeting may be deferred to the next regular ARC meeting. You or your builder needs to attend the meeting to answer any questions that may arise. If the builder is present on his own, he must provide a copy of your signed “power of attorney” to act in your behalf.

1. Preliminary Conference.

A preliminary review for a River Run Plantation lot owner would include a Site Analysis by a Registered Land Surveyor (RLS) with professional seal, consisting of a certified Site Plan indicating location of trees, unusual features, and drainage conditions. The proposed location of the home and it’s location as shown in scale within the minimum Association setbacks and in line with adjoining and adjacent homes. The locations of county water meter and septic system are to be shown, as approved by the county. A fee of \$ 50.00 is refundable at time of permit issue. Removed review fee for Potential lot owners (7/16/2013).

2. Application Review (Complete Plan Submittal)

This mandatory review is done by an outsourced “inspector” in the employ of the Association or community management company. The inspector verifies completeness of application for all currently required documents including the certified Site Plan. Inspector will note missing information and inform the community manager for necessary corrections to be made by builder. The reviewed application package is then passed on to the ARC with the inspectors recommendations for approval or conditional approval at the scheduled monthly ARC meeting.

3. ARC Approval/Permitting meeting

The ARC generally convenes the **first Wednesday** of each month or may schedule an alternate meeting date. The Owner should attend with his Builder, however the Builder is required to attend, and the Association Inspector may be asked to attend.

The ARC verifies the necessary documents listed in Section 10.2 and reviews the proposed design criteria for harmonious and pleasing design to meet Guideline parameters.

The ARC conducts a site visit for approval of staked home location, septic system and necessary tree removal prior to clearing the lot. The site must be bush hogged at this time.

The ARC will issue the Building Permit, subject to additional conditions, if any.

In particular cases, adjoining and adjacent home owners may be invited to attend for comments, e.g.: home placement, potential view obstructions, drainage, tree removal, etc.

If all documentation is complete and the building criteria are met, the ARC will issue a POA permit at the conclusion of the site visit, subject to additional conditions, if any.

If any required information is incomplete, a permit will not be issued at that meeting. A permit will be issued no later than 10 days following the receipt of the completed items.

4. Application Fees / Owner / Builder.

< Permit Fees are non refundable, paid by owner or builder

<Construction Bond, paid by builder, is refundable

<Road Access Fee paid by builder, is non refundable.

## 5. Affidavit and Contractor's Guidelines.

The "Affidavit and Performance Agreement" is signed by owner and builder. and includes a Paragraph that the builder is directly responsible for violations and resulting fines. Such fines will be deducted from the Construction Bond. A construction related fine schedule is part of the Affidavit. A signed original of the Affidavit and Performance Agreement, form Part 2 Section 10.3, and the signed original of the Contractors Guidelines, form Part 2, Section 10.5, will be retained by the ARC.

## 6. Construction Phase

The "Start date of construction" for establishing the actual duration of construction for Site-built homes is the beginning of the start of work such as lot clearing. For Single- & Double-wide and Modular homes it is the day of delivery to site of the home section(s).

All site inspections are done by the Association's inspector.

A certified Foundation Survey is required and must be provided to the ARC Inspector to be filed with the ARC. No deck or framing work is allowed prior the approval of Foundation Survey. Irregular inspections are done for compliance with ARC Guidelines. ARC Inspector will report to **the Community Manager** and **the Community Manager** will advise builder of corrective actions to be taken. In event of repeat violations, inspector will ask Community Manager to issue applicable fine(s).

The ARC Inspector site inspections during the building phase are not to check compliance with local building codes, etc. This is the responsibility of the Brunswick County Building Inspector. The ARC Inspector will visit the site periodically to insure that the site is neat and construction is in compliance with the approved building plans and Owner/Builder's Guidelines.

The ARC will not visit the site to verify progress in accordance with the Owner / builder's proposed building schedule. This is the responsibility of the owner/ builder.

## 7. Final Inspection

After completing construction you need to obtain a Brunswick County Certificate of Occupancy before you may move into your new home, there are specific requirements that need to be met before the county will issue a Certificate Of Occupancy. Please check with the county building inspector for more information. Once you receive a County Occupancy Permit please provide a copy to the ARC Inspector for file with the ARC.

After all exterior aspects of your home are completed and in compliance with ARC guidelines, including finished backfill, grading, driveway and you completed your landscaping as approved by the ARC, you need to call the ARC Inspector to schedule a final inspection.

Inspector advises ARC when County Certificate of Occupancy is received and when builder is complete with all exterior work and landscaping.

An "as Built Plan/Survey" is needed for ARC file and is required for all new construction.

The ARC then visits the site and issues the Certificate of Completion. The Construction Bond moneys are returned to builder minus violation fines if any. Violation fines may be appealed to the ARC (if issued by inspector), or the BOD.(if issued by the ARC). Assuming that the final inspection finds every thing in order, the ARC will notify the Community Manager to refund your deposit of \$2500, usually within 2 weeks. In the event that you will need to correct some deviations, a written list of items to be completed will be provided to you. A second inspection will be needed before issuing the POA Certificate of Completion.

In the event that you missed the completion date, and did not obtain an approved extension, the ARC will inform the Board of Directors accordingly and the board will determine the amount of fine to be deducted from your deposit.

We intend to assist you in any way possible. Please remember not to start any work on your property without the POA permit. Thanks for your cooperation, hope to see you soon!

Sincerely:

William Douglas Mgmt  
Community Manager  
Architectural Review Committee Guidance  
River Run Plantation

## C. Organization and Board mandated Fee Schedules

POA Community Manager:

**William Douglas Mgmt**

828 Folly Drive, Bolivia NC 28422

Phone 910 842 2295

Fax 910 842 2297

E-mail: [sjohnson@wmdouglas.com](mailto:sjohnson@wmdouglas.com)

### BONDS, Permit and Road Impact Fees

Effective July 16, 2013:

WORK	FEE	BOND	ROAD-IMPACT
New Home	\$300	\$2500	\$500 Single-wide
New Home	\$300	\$2500	\$700 Double wide
New Home	\$450	\$2500	\$900 Site-built & Modular Homes

Major Changes to a new home, after issue of county permit No fee (7/16/2013)  
(Major changes are defined as structural changes including roof lines, elevation changes, additions to structure and site plan changes).

There are no fees for additions to a home after the Certificate of Completion has been issued.

A Permit is required for and changes to a residence, including but not limited to sheds, decks, repaint, reside, reroof, tree removal or any exterior additions or changes. (7/16/2013)  
No fees, bonds or road-impact fees are assessed.

**10.1 APPLICATION FOR ARC PERMIT TO PROCEED WITH LOT IMPROVEMENTS**

Station \_\_\_\_\_ Lot# \_\_\_\_\_ Date Submitted \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Dues are current and paid in full. Yes \_\_\_\_ No \_\_\_\_ Don't Know \_\_\_\_

Work to be performed by: Self \_\_\_\_\_ or (fill-in below)

BUILDER/Manufacturer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

NC License Number \_\_\_\_\_

Attach a copy of Contractor's Liability and Builders Risk Certificate of Insurance,

**Nature of Improvement**

New Home Construction/Installation: \_\_\_\_\_ (Fee required)

Modification/Additions to Current Structure \_\_\_\_\_ (No Fee 7/16/2013)

Removal of Patio or Garden home \_\_\_\_\_ (Fee required)

New Detached Structure:

Shed \_\_\_\_\_ Garage \_\_\_\_\_ Animal Shelter \_\_\_\_\_

Other \_\_\_\_\_ (Explain) \_\_\_\_\_

Privacy Fence \_\_\_\_\_ Attach Drawing

Perimeter Fence \_\_\_\_\_ Attach Drawing

Garden enclosure, backyard \_\_\_\_\_ Attach Drawing

Painting of residence \_\_\_\_\_ Same Color \_\_\_\_\_ New Color \_\_\_\_\_

Type of Structure: Singlewide \_\_\_\_\_ Doublewide \_\_\_\_\_ Modular Home \_\_\_\_\_  
Site Built \_\_\_\_\_

Location of Culvert, if any, \_\_\_\_\_ Detached Structures (attach drawing)

Location of Driveways, Finish, and Driveway Light

Attachment:

ARC Document Check List (Part 2, Section 10.2), indicating that all required documents are included in this application

Heated Square Footage: \_\_\_\_\_ square feet  
Square Footage, Covered Porches, Decks & Garage \_\_\_\_\_  
Total Footprint Square Footage: \_\_\_\_\_

Building materials:

Foundation Material _____	Foundation facing _____
Roofing Material _____	Roofing Color _____
Siding Material _____	Siding Color _____
Color of Trim _____	Color of Shutters _____
Color of Exterior Doors _____	
Driveway: Material and Finish: _____	

Site Plan to include:

Changes to Natural Terrain not shown in Elevation Plan

Storm Water run-off plan

Foundation Location

Tree Survey (Removal beyond 15 feet ARC approval required)

Location of Detached Structures

Location of HVAC equipment and Pump & Well

Location of Concealed Items (Gas tank, HVAC, Trash Cans)

Basic landscape and foundation planting

Location of Privacy Shield, Perimeter Fence, Animal shelter, Garden enclosure

Please note that any changes to the approved plans and specifications require a new application and ARC approval. before project may begin, POA permit must be in hand. (7/16/2013)

Signature \_\_\_\_\_ . Date: \_\_\_\_\_

Page 2 of 2



## 10.2 ARC & Property Owner's Document Check List

Property Owner \_\_\_\_\_ Lot \_\_\_\_\_ Station \_\_\_\_\_

Date Received \_\_\_\_\_ ARC Project Leader \_\_\_\_\_

ARC Review Meeting Date \_\_\_\_\_

The following Copies of Documents/ Information are required 10 days prior a Regular ARC Meeting (usually the **first Wednesday** of the month) and need to be mailed or delivered by Owner to the Community Manager's office at 828 Folly Drive, Bolivia NC 28422

- 1 Permit Application, 10.1
- 2 Title/Deed or other legal verification of ownership
- 3 Checks received by Community Manager  
Made out to RRP Property Owner Association for:
  - Bond = \$ 2500
  - Road Impact Fee = \$ ..... \$ 500 (Single-wide)  
\$ 700 (Modular & Double-wide)  
\$ 900 (Site-built)
  - POA Building Permit = \$ ..... \$300 (Single & Double-wide)  
\$450 (Site-built and Modular)
- 4 County Building permit
- 5 CAMA Permit. (AEC Line shall be staked by CAMA)
- 6 County Health Dep. Wastewater Permit (Septic System)
- 7 Receipt from County for water hook up (7/16/2013)
- 8 Surveyors Certified Site Plan and Tree Survey, indicating location of all trees larger than 6 inches, 5 feet above ground (Tree Policy Part, 2, Section 10.9), unusual features and drainage conditions. The proposed location of the home is shown in scale within the required setbacks and in line with adjoining and adjacent homes. The location of septic system to be shown as approved by the County.
- 9 Foundation Plan (to be certified after placement of foundations)
- 10 4 (four) Side Elevations
- 11 Color selection samples & Building Material specs.
- 12 Landscape Plan (may use plot plan with planting designations).
- 13 Construction Schedule (Part 2, Section 10.3)
- 14 Affidavit, signed original, (Part 2, Section 10.4)
- 15 Contractors Guidelines (Part 2, Section 10.5), signed original
- 16 Contractors Certificate of Insurance (COI)  
(Carriers Insurance for Stat. II & III)

**After review for completeness, the ARC **Inspector** will inform you of the date and time for an ARC REVIEW MEETING (usually **first Wednesday** of the Month) at which time **the ARC Inspector** will review your plans with you and your builder. A site visit will follow to verify pin and house locations, well and septic system, and necessary removal of trees.**

### 10.3 PROPOSED CONSTRUCTION SCHEDULE:

	Task	Projected Date
1	Obtain county building permit (ARC file copy required)	Date: _____
2	Obtain CAMA permit (flood zone-, salt water & marsh lots) (ARC file copy required)	Date: _____
3	Obtain necessary health permit/s (ARC file copy required)	Date: _____
4	Lot bush-hogged, pin locations flagged, foundations and tree removals marked. <b>Owner / ARC site inspection</b>	Date: _____
5*	Site cleared, foundations surveyed and staked <b>Notify ARC for site inspection.</b>	Date: _____
6	Start of clearing lot for site built homes or arrival of mobile or modular units for Garden and Patio homes. <b>This is the start date of construction.</b>	Date: _____
7	Footings / foundations.	Date: _____
8	Pour Concrete for footings	
9	Submit foundation survey Foundation survey must be approved prior to starting frame work	Date: _____
10	Framing / roof / siding complete (closed in)	Date: _____
11	Plumbing roughed	Date: _____
12	Electrical roughed	Date: _____
13	Walls and ceilings complete	Date: _____
14	Submit Landscape Plan for ARC approval	Date: _____
15	Construction completed	Date: _____
16	Submit AS Built Plan for ARC approval	Date: _____
17	Obtain county Certificate of Occupancy	Date: _____
18	Exterior complete (POA compliance) backfill / grading / driveway complete, landscaping and planting complete. <b>Notify ARC for final inspection.</b>	Date: _____
19*	At this point the ARC will schedule a final inspection and, if in compliance, will issue the POA Certificate of Completion.	Date: _____

\*Note: The duration from "start of project" schedule item 5 to schedule item 19, in "full compliance with all POA requirements may not exceed:

- 3 months from delivery of Single-wide Mobile Home.
- 3 months from delivery of Double-wide Home Mobile Home
- 5 months for modular homes
- 4 months for Garages (not part of new home construction)
- 9 months for site built homes less than 1500 sq ft.
- 10 months for site built homes 1501 - 3000 sq ft.
- 12 months for site built homes larger than 3000 sq ft

Owner's signature \_\_\_\_\_ Date: \_\_\_\_\_

## 10.4 Affidavit and Performance Agreement

I, \_\_\_\_\_ certify that I have read and that I am familiar with the River Run Plantation ARC Building Guidelines and Restrictive Covenants of the Association applicable to my building project(s).

In addition I acknowledge that the ARC has been delegated the authority under the restrictive covenants to enter my property at any reasonable time for the purpose of inspections such as, but not limited to: pin locations, tree removal, setbacks to foundations compliance with the Building Permit and Contractors Guidelines and for final inspection of exterior completion, including grading, landscaping and plantings.

Construction time limits / Remedies and payable fees:

- A) POA Building Permit, payment of a permit fee, road impact fee, and a deposit of \$2,500 are required before clearing the property of trees and before starting any construction, including excavation of footings or foundations.
  
- B) Basic time limits for obtaining the POA Certificate of Completion for home construction, including exterior finishes, final grading of all areas, landscaping and foundation planting of front and side yards, may not exceed :
  - 3 months for any action overseen by ARC, other than construction of homes and garages (7/16/2013)
  - 3 months from delivery of Single-wide Mobile Home.
  - 4 months from delivery of Double-wide Mobile Home
  - 5 months\* for modular homes (7/16/2013)
  - 4 months\* for Garages (not part of new home construction)
  - 9 months\* for site built homes less than 1500 sq ft. (7/16/2013)
  - 10 months\* for site built homes 1501 - 3000 sq ft. (7/16/2013)
  - 12 months\* for site built homes larger than 3000 sq ft (7/16/2013)

\*From the start of construction as determined from the arrival of modular unit, start of the clearing of the lot for site-built homes, or issuance of POA building permit for garages.

The ARC may consider an extension of times for "hardship" such as:

1. The lot owner does most of his own work or acts as a General contractor in his own behalf.
2. Substantial shortage of materials, subcontractors or labor.
3. Unseasonable weather conditions other than recorded averages for Southport area.
4. Winter conditions curtailing availability and planting of foundation shrubbery.

Initial \_\_\_\_\_

In the event that a POA Certificate of Completion is not issued within the basic time limit or the board did not allow an extension in writing, or the planting is not substantially complete, the following remedy applies:

The Community Manager will issue a fine of no more than \$100.00 per day until completion is confirmed and the Certificate of Completion is issued by the ARC.

Other Contractor violations and remedies are covered in #10.5 CONTRACTOR'S GUIDELINES AND ENFORCEMENT.

IMPORTANT NOTE:

IT IS HIGHLY RECOMMENDED THAT THE PROPERTY OWNER, FOR HIS/HER OWN PROTECTION, INCLUDES DELAY REMEDIES IN THE CONTRACTUAL AGREEMENT WITH THE BUILDER OR THE SUBCONTRACTORS OF AN AMOUNT EQUAL OR HIGHER THAN THE ABOVE POA ASSESSMENTS FOR DELAY.

I, \_\_\_\_\_ HAVE (\_\_\_), HAVE NOT (\_\_\_) INCLUDED DELAY REMEDIES IN MY CONTRACTUAL, AGREEMENT WITH MY BUILDER OR SUBCONTRACTORS.

BY AFFIXING MY SIGNATURE BELOW, I \_\_\_\_\_ AGREE TO ABIDE BY THESE REQUIREMENTS AND REGULATIONS IN THEIR ENTIRETY:

LOT NUMBER \_\_\_\_\_ STATION \_\_\_\_\_

(OWNER/s PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

THE COMMUNITY MANAGER ACKNOWLEDGES RECEIPT OF THE FOLLOWING:

CHECK IN THE AMOUNT OF \$ 2500.00 FOR PERFORMANCE BOND

CHECK IN THE AMOUNT OF \$ \_\_\_\_\_ FOR ROAD IMPACT FEE

CHECK IN THE AMOUNT OF \$ \_\_\_\_\_ FOR POA BUILDING PERMIT

## 10.5 CONTRACTOR'S GUIDELINES AND ENFORCEMENT

The Contractor/Property Owner is responsible to the Association for any contractor violations of any of the association covenants and the ARC Guidelines. The ARC may recommend corrective actions or, when necessary, follow up with a fine of up to \$100 / day. The Property Owner is required to provide the ARC with a copy of Contractor's Certificate of Insurance (COI). Contractor may be given a gate code for the convenience of work crews during construction, which may not be given to another party. The gate code will be cancelled after issuance of the POA Certificate Of Completion.

### A. BASIC RULES.

- 1) Contractors must park their vehicles and equipment on the lot on which they are working or on the street right-of-way in front of the lot to the fullest extent practical. Under no circumstance may equipment be parked on other private property or POA common areas (including right-of-ways) or on any street or cul-de-sac.
- 2) Equipment to be used continuously may be left on the job site. Equipment that is not intended to be used for five days must be removed. (7/16/2013)
- 3) Equipment may not be unloaded or equipment trailers parked on parking lots in recreational areas, such as the boat ramp parking area, club house parking lot, or other parking lots provided for the use of home owners.
- 4) Construction work is limited to 7:00 AM to Sundown on weekdays. Work on Sundays / Holidays may be approved by the ARC in emergencies only and not before 9 AM.
- 5) No on-site burning of any kind or open fires for any reason is allowed.
- 6) Contractor shall maintain a clean job site and prevent debris from blowing off site. Dumpsters or a solid plywood box are required from beginning of job
- 7) Temporary power shall be provided by Builder prior to commencing construction.
- 8) "Port-a-potty" shall be placed on the lot, not on common area, before any work begins. The door shall face into the lot
- 9) Any damages caused by construction activities to private or POA property must be restored immediately to the satisfaction of the property owner or the POA.
- 10) Construction crews must observe speed limit of 22 miles per hour.
- 11) Construction workers may not use the ponds and lakes for swimming, fishing or boating. The POA swimming pool is for POA members only.
- 12) Transport of mobile homes and modular homes to the home site must be cleared with **William Douglas Mgmt** for scheduling purposes to assure availability of ARC **Inspector**. Notification of at least 5 days in advance is required. Units shall be transported to the site by "soft wheel" truck only. A steel track equipped "Robot" may be used on owner's lot, but is not to be used on any RRP roads.
- 13) Any change to the original application must be submitted to ARC on 10.6 C form. (7/15/2013)

## B. ENFORCEMENT

If a contractor/owner fails to comply with any provisions of the Restrictive Covenants or other requirements of the ARC Guidelines, then enforcement action may be taken. Such actions may include stop work orders, fines of up to \$ 100/day for each violation, and removal of unapproved or nonconforming improvements or landscaping. Violations for which enforcement action may be taken include the following and are not all-inclusive.:

- Commencement of construction without prior ARC approval
- Commencement of framing prior to acceptance by the ARC of a Certified Foundation survey.
- Unapproved designer material changes or unapproved finishes.
- Noncompliance with setback restrictions
- Failure to install or maintain a silt fence
- Failure to provide and maintain a dumpster and temporary sanitary facility
- Failure to provide temporary electric power.
- Improper parking of construction vehicles or equipment
- Improper storage of building materials.
- Cleaning of paintbrushes, improper disposal of waste, or failure to control litter.
- Burning of debris
- Damage to any street, common area or other property lots.
- Working on Sunday or Holidays.

Violations by Contractor and or owner are subject to an initial fine of not to exceed One Hundred (\$100) Dollars. Additional fines will be applied if violation is not corrected.

Contractor and or owner will immediately be notified of violation by phone.

Upon receipt of written confirmation of notice of a violation, by registered mail (receipt requested), the Contractor and, where applicable, the Owner will have an opportunity to correct the violation and/or appear before the ARC to accept or contest the charge.

If the Contractor or Owner does not appear at the hearing and if the violation is not corrected within five (5) working days of the Notice, the ARC will make a decision regarding the violation and an issuance of a fine-

A fine not to exceed One Hundred (\$100.00) Dollars will be imposed for each initial violation.

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

The fine must be paid by the Contractor within 10 days upon notice of assessment.

Upon Final Inspection by the ARC any unpaid fines will be deducted from the construction bond, as will any other unpaid charges.

If the contractor refuses to correct or remove unapproved or nonconforming improvements, the Association may seek a court order to compel compliance. If owner fails to pay fines or other charges, the Association may file a claim of lien against the property and may foreclose such lien.

In the event of a major violation or repeated violations by a contractor, the ARC may take other actions such as increasing the construction bond and may refuse future projects involving such contractor.

Any decision and or fines issued by the ARC may be appealed to the Board of Directors. Where discrepancies exist between these Guidelines and the most recent Amended Covenants and Restrictions, the Covenants shall take precedence (See Appeals Part 2, Section 11.1).

ACCEPTED BY BUILDER, Signed \_\_\_\_\_

Date \_\_\_\_\_

ACKNOWLEDGMENT BY OWNER, Signed \_\_\_\_\_

Date \_\_\_\_\_

## 10.6 A POA BUILDING PERMIT

### RIVER RUN PLANTATION PROPERTY OWNERS ASSOCIATION

STATION \_\_\_\_\_ LOT \_\_\_\_\_

OWNER (S): \_\_\_\_\_

The Architectural Review Committee (ARC) of River Run Plantation (RRP) Property Owners Association (POA) has this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ approved your plans and specifications for:

Project: \_\_\_\_\_

Contingent on \_\_\_\_\_

Project Completion Rule (10.3): \_\_\_\_\_ months from \_\_\_\_\_

**--- If work on has not started, this permit expires 60 days from the date signed.**

We authorize you to proceed with the improvements as shown on the submitted plans and specifications and as verified during today's ARC site visit and inspection.

Please remember to notify and provide the ARC designated Inspector a certified foundation plan before commencing with framing and an "as Built Plan/Survey" for ARC file (required for all new construction) when ready for ARC Final Inspection.

ARC reserves the right to issue **STOP WORK ORDERS** if and when any part of construction is not in compliance with the Covenants and or the ARC Guidelines.

Please note that any changes to the approved plans and specifications require a new application and ARC approval.

You will need to have a County Certificate of Occupancy (where applicable) before occupying the home or using the structure and before requesting the ARC Final Inspection to verify conformance with the approved plans and specifications.

**The POA approval of owner submitted surveys, plans, specifications, etc. is for the sole purpose of reviewing conformances to POA building criteria. The ARC and the POA assume no liabilities for errors or omissions on such documents. The property owner is exclusively responsible to assure the correctness of such documents.**

If you have any questions please contact your designated ARC Member \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
ARC Inspector

\_\_\_\_\_  
ARC Designee

Cc: Property Owner, ARC File, POA Community Manager

**10.6 B ARC PERMIT TO PROCEED WITH LOT IMPROVEMENTS**

**(7/16/2013)**



Station \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

Project: \_\_\_\_\_

Site visit made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

ARC REVIEW AND APPROVAL

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

Conditional: \_\_\_\_\_

\_\_\_\_\_

Projection Completion Rule (10.3): \_\_\_\_\_ months from \_\_\_\_\_.

Please note that any changes to the approved plans and specifications require a new application and ARC approval. Major changes require an additional review fee.

ARC Inspector: \_\_\_\_\_

ARC Designee: \_\_\_\_\_

**10.6 C CHANGE REQUEST FORM AND PERMIT**

**Work on proposed changes can not be started until after this request has been approved.**

STATION \_\_\_\_\_ Lot \_\_\_\_\_

Owner/ Builder \_\_\_\_\_

Contacts, Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Original POA Permit Date \_\_\_\_\_

I/ We \_\_\_\_\_ request ARC approval for the following change or changes to the original permit.  
Reason for Change:

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Proposed Change (attach sketch or revised plans as necessary)

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**ARC REVIEW AND APPROVAL**

Date reviewed \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Conditional \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC Inspector \_\_\_\_\_

ARC Designee \_\_\_\_\_

## 10.7 ARC Review & Inspections Check List

*Documents* ( List Part 2, Section 10.2) ;

Items 1 to 7 complete and reviewed	_____	1-7
Items 8 to 16 complete and reviewed	_____	8- 16
Architectural drawings and plans:		
17 Surveyor Certified Site Plan	_____	17
18 Foundation Plan, to be certified	_____	18
19 Four Side Elevations	_____	19
20 Color selections, Building Material specs.	_____	20
21 Landscape plan (use Site Plan)	_____	21
22 Construction Schedule Part 2, Section 10.3	_____	22
23 Contractors Certificate of Insurance (COI)	_____	23
24 Affidavit <u>and Performance Agreement</u> signed original	_____	24
25 Contractors Guidelines, Part 2, Section 10.5 signed original	_____	25

ARC Permit Site Inspection

26 ARC Inspection with Owner/Builder	_____	26
Lot bush-hogged	_____	27
Lot pins & house corners, including decks, steps, etc verified	_____	28
Tree removal marked	_____	29
Checked alignment with adjoining and adjacent homes	_____	30
Issue POA Building Permit	_____	31

ARC Inspector Site Visits

32 Start excavation, construction start date *	_____	32
33 Received certified Foundation Plan	_____	33
34 Compliance visits	_____	34
35 Received copy County Certificate of Completion and Received copy "as Built drawings	_____	35

ARC Final Site Inspection

36 Verified compliance with POA requirements - exterior appearance of structure, backfill & grading, - landscaping and basic planting - issue POA Certificate of Completion *	_____	36
37 Advise Board of actual duration of construction and accrued delay penalties, if any	_____	37
38 Advise Community Manager to return security deposit minus board approved deductions, if any	_____	38

**\* Permitted construction duration is outlined in  
Part 2, Section 10.3**

## 10. 8 FINAL INSPECTION

### A) ARC Final Inspection Checklist

NAME \_\_\_\_\_ STATION/LOT # \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

ARC MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1) \_\_\_\_\_ Landscaping Complete and According to Plan
- 2) \_\_\_\_\_ Lamp Post, operating
- 3) \_\_\_\_\_ Utilities on sides of home enclosed, if seen from the front street
- 4) \_\_\_\_\_ Solid risers on steps
- 5) \_\_\_\_\_ Landings minimum 4 x 4 feet
- 6) \_\_\_\_\_ Designated Driveway/Parking Area (if not concrete or asphalt)
- 7) \_\_\_\_\_ Lattice under steps, sheds and or decks (if not brick)
- 8) \_\_\_\_\_ Water Meter and Septic Systems in compliance
- 9) \_\_\_\_\_ Conform to all setback requirements, including steps.
- 10) \_\_\_\_\_ Site clear of all construction material/equipment
- 11) \_\_\_\_\_ Fences conform to all requirements
- 12) \_\_\_\_\_ Utility building matches architectural style of house
- 13) \_\_\_\_\_ Replacement of right-of-way sod

**B) FINAL INSPECTION AND CERTIFICATE OF COMPLETION  
RIVER RUN PLANTATION PROPERTY OWNERS ASSOCIATION**

STATION: \_\_\_\_\_: LOT \_\_\_\_\_

OWNER (S): \_\_\_\_\_

POA Building Permit Issued: \_\_\_\_\_

- County Certificate of Completion received
- As built drawings received

The Architectural Review Committee (ARC) of River Run Plantation Property Owners Association (POA) has this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ approved your improvements made to the above-mentioned lot. We find your improvements complete and in compliance with the building permit and the submitted plans and specifications, except for minor items noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date completed: \_\_\_\_\_

**Any additions and/or material changes, after this date requires a new ARC Permit and approval.**

**Note to Community Manager:**

**Please refund the Deposit Amount of \$ \_\_\_\_\_  
to above named Property Owner ASAP.**

**CONGRATULATIONS ON THE COMPLETION OF YOUR PROJECT.**

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
ARC Inspector

\_\_\_\_\_  
ARC Designee

## 10.9 Tree Policy

### 10.9 A Information Sheet

River Run Plantation has a proud history of attempting to preserve the natural beauty of the community. The essence of the River Run Plantation flows from its magnificent natural setting. Our community has been blessed by nature with its composite of climate, foliage, wildlife, serene salt marsh, and a restless river.

What makes River Run Plantation different from other plantations in Brunswick County are the hardwood trees we have. It is our mission to retain and replace them with like hardwood species where necessary. Every effort will be made to retain our trees.

#### POLICY:

It is a violation of the River Run Plantation Covenants (Section 10N), and a finable offence to remove any living tree larger than 6 inches in diameter at (five) 5 feet above ground

#### PERMITS FOR REMOVAL:

ARC approval for removal of trees will be given for specific reasons:

- a) Tree is within 15 feet of house or building.
- b) Tree, including pines, is within 10 feet of a Deck and or a Shed. Decks and Sheds are subject to ARC approval.
- c) Tree is within 5 feet of underground gas tanks, septic fields, concrete/pavers driveways and walkways are subject to ARC approval. (7/16/2013)
- d) Trees severely damaged by lightning.
- e) Strong lean on trunk, 45 degree or less when measured from the ground.
- f) Pines with broken branches and weak crown. (Pines must have live and healthy branches. The crown must be extended on 2-3 sides and of not less than 1/3 of the total height).
- g) Trees with structural deficiencies presenting a hazard to people, property and roads.
- h) Trees of lesser quality and appearance in order to promote growth of more desirable trees in the vicinity.  
Heavily wooded lots may require the removal of otherwise healthy trees to provide a balanced environment and necessary spacing for healthy growth of remaining trees.
- i) Trees with a suspected disease affecting the structural soundness of the tree must be diagnosed by the County Extension Agent or certified arborist. (7/16/2013)  
Property Owner must include such a written conclusion with the application for a Permit.
- j) Necessary removal of trees for placement of a single or double wide and modular home, other than those approved by the ARC within the Foundation perimeter, however:
  - a. Trees removed for placement purposes shall be replaced with a similar tree in the same location with a 2" diameter at 6 feet. Such trees shall not be removed without ARC/BOD approval.
  - b. These trees must be replaced before a River Run Plantation Certificate of Completion will be issued.

There is no such thing as a perfectly safe tree. It is the responsibility of the Property Owner to frequently inspect trees on owned property to mitigate risk of damage to trees and damage to property (including adjoining properties) by trees. Proper pruning and cabling can cost a fraction of removal and replacement.

Whenever possible and desirable, removed defective trees must be replaced by planting nursery quality trees with a minimum 2 inch caliper and six feet in height when planted. The number of replacements is based on the diameter of the removed tree.

i.e. One replacement for every 6 inches of diameter. (Sample: One 12 inch diameter tree removed requires two replacements of trees each with a 2 "caliper and 6' high when planted.

### **UNAPPROVED REMOVAL**

Unauthorized removals of any tree larger than 6 inches in diameter at 5 feet above ground, which do require ARC Permits, is a violation of the covenants and are subject to following: Any property owner who removes a tree from a lot that does not meet the above criteria will be subject to the following:

- A. After the complete stump has been removed, replace the tree in the exact spot the original tree was located.
- B. The replacement tree will need to be of nursery quality stock with a minimum of two (2) inch caliper and six (6) feet in height when planted.
- C. The replacement tree may not be removed at any time without the written permission of the board of directors or its designee.
- D. A fine in the amount of \$100.00 per day can be assessed from the date of the violation to the date the violation is remedied

**10.9 B**

**APPLICATION FOR PERMIT FOR TREE REMOVAL**

Please complete the necessary information below, mark each tree to be removed with a colored band and attach any supporting information that will be used by the ARC to decide if the tree can be removed.

Property Owner \_\_\_\_\_ Station \_\_\_\_\_ Lot \_\_\_\_\_

Lot Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Number	Species / Diameter	Location	Grounds for removal
_____	_____/_____. /	_____	_____
_____	_____/_____. /	_____	_____
_____	_____/_____. /	_____	_____

Attachments \_\_\_\_\_

Reason for Removal:

Comments:

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_



**10.9 C  
ARC PERMIT FOR TREE REMOVAL**

Property Owner \_\_\_\_\_ Station \_\_\_\_\_ Lot \_\_\_\_\_

Lot Address: \_\_\_\_\_

Site visit made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Tree removal application is approved \_\_\_\_\_

Approved as modified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tree removal application is not approved \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Replacement(s) are \_\_\_\_\_ are not \_\_\_\_\_ required.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
**ARC Inspector**

\_\_\_\_\_  
**ARC Designee**

Cc : Property Owner,

ARC File,

Community Manager

# 11. Appeals and Variances

## 11.1 Appeals

Any decision and or fines issued by the ARC may be appealed to the Board of Directors. Where discrepancies exist between these Guidelines and the Covenants, the Covenants shall take precedence.

A. When the contractor or lot owner and the ARC cannot agree on an issue, the contractor or lot owner must prepare a written statement indicating the areas in dispute and the resolution being sought. The property owner shall appeal the ARC ruling to the POA Board of Directors. The President of the POA Board of Directors will schedule the appeal to be heard at a special or regular meeting within 30 days or receipt of the written appeal request.

B. The Board shall invite the ARC Chairperson or other members of the ARC and the lot owner(s) to the appeal hearing session with both having prepared written statements and ready to discuss the matter and answer any questions the Board might have in helping it to reach a decision.

1. A special meeting of the Board of Directors shall be called for the purpose of hearing and deciding the appeal. The Board President shall notify the ARC chairperson that the issue has been appealed and to prepare a written basis for the ARC's ruling indicating the specific covenant or guideline that prohibits the ARC from approving the lot owner's request. The meeting shall be open to POA members but at least the Architectural Review Committee chairperson and the property owner shall be in attendance.

2. The decision of the Board of Directors shall, within 30 days of the appeal hearing, be made in writing and presented to the lot owner and the Architectural Review Committee chairperson. The decision shall be made part of the record of the next regular meeting of the Board.

C. Once decided, the ARC will follow the project to its conclusion through all usual procedure. The ARC will issue a POA Building Permit or issue a Certificate of Completion for the project according to the areas covered in the Board appeal decision and the Architectural Review Committee Building Guidelines.

## 11.2 Variances

If a property owner wishes to request that the Architectural Review Committee Guidelines be set-aside in a specific instance, the owner may request a variance from the Board of Directors.

1. The property owner must submit a written application to request the Board of Directors to waive the **Covenants and or ARC Guidelines** in a particular situation. The application must detail specifically what is to be waived, what justifies the need for the waiver and what other means have been attempted that would eliminate the need for a waiver. Upon receipt of the request the Board president shall call a special meeting for the specific purpose of reviewing and deciding the variance request. The lot owner and the Architectural Review Committee shall receive notice of the meeting date. Removed \$75 application fee for variance (7/16/2013).
2. The property owner must provide, by certified mail, notice of the request for a variance to all property owners sixty (60) feet in any direction from the lot for which the variance is being requested. The notice shall include a plot plan and describe the nature of the request and inform parties of the date that has been scheduled by the Board for a public hearing on the request. A **“Variance Notification” sign** will be placed on the lot to notify any interested party that a variance has been requested and information can be gained from the Community Manager.
3. The Board or its designee will thoroughly investigate the implications of permitting the nonconforming measure being requesting, including, but not limited to, the need to change the rule for all future requests of a similar nature, determining how the request impacts other property owners and whether or not similar requests have been denied in the past.
4. The Board of Directors shall consider the variance request at its next regular meeting. The Board President shall notify the ARC that the issue has been placed on the agenda and to prepare a written basis for the ARC’s ruling indicating the specific covenant or guideline that prohibits the ARC from approving the lot owner’s request. The meeting shall be open to members at large but at least the Architectural Review Committee chairperson, or his or her designee, and the property owners must be in attendance.
5. The Board will vote on the variance request at the next regular or special meeting after the meeting in which the request was initially presented and shall be guided in its deliberations by the following:
  - A. The applicant cannot make reasonable use of the lot unless the request is granted;
  - B. The situation is due to unique circumstances related to the applicant’s lot;
  - C. The situation is not a result of the applicant’s own actions; and,
  - D. The variance will be in reasonable harmony with the general purpose and intent of the Third Amended Covenants and Restrictions and/or these guidelines.
6. **If the Board determines that the ARC Guidelines or Covenants should be waived in a particular matter, the Board shall issue a “variance” in the form of a written description of the rule in the particular matter at hand and its basis for waiving it. If the Board decides that the rule should be changed for all future use, by resolution the Board shall begin the appropriate procedures for amending the Covenants and/or ARC Guidelines**

### 11.3 APPLICATION FOR A VARIANCE

Date: \_\_\_\_\_

Station and Lot in Question \_\_\_\_\_

Property Owner

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Covenant or Guideline to be waived \_\_\_\_\_

Please detail specifically what is to be waived, what justifies the need for the waiver and what other means have been attempted that would illuminate the need for a waiver. Use additional pages if necessary. You may attach other pertinent information.

**11.4 Variance Notice letter:**

**River Run Plantation Variance Notification Letter**

(To be sent certified mail return receipt requested)

Date: \_\_\_\_\_

Dear Fellow River Run Plantation Property Owner:

I/We

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

I/We own Lot \_\_\_\_\_ in Station \_\_\_\_\_ and we have asked for the Board of Directors for a variance so that we can build our home in a manner that is currently prohibited by covenant or Architectural Review Committee guidelines. The attached letter was prepared to explain why we feel the variance should be granted to us. Also attached is a copy of the plot plan for our proposed project.

As property owners of adjoining lots to ours, you may wish to comment on our request to:

River Run Plantation  
Property Owners Association  
Attention Association President  
828 Folly Drive  
Bolivia, NC 28422

Attachments:

- Explanation/Description of the Request
- Plot Plan