

**CONSTRUCTION
GUIDELINES
&
ARCHITECTURAL
COMMITTEE
OVERSIGHT**

FOR

**Golf North
Property Owners Association
(GNPOA)**

**6120 St. Andrews Dr.
Sanford, NC 27332-7379**

Effective January 1, 2023

CONSTRUCTION GUIDELINES AND ARCHITECTURAL COMMITTEE (AC) OVERSIGHT

Forward:

The following instructions, effective *January 1, 2023* are a supplement to Sections 2., 3., 4., 5., & 6., of the Statement of Reservations and Restrictions established for Golf North Property Owners Association. In the event of any conflict between the two, the By Laws and/or the Reservations and Restrictions shall apply.

ARTICLE I. PURPOSE, STRUCTURE AND OPERATION OF THE AC

A. PURPOSE

Control and enforce certain architectural standards as hereafter set forth.

B. ORGANIZATION

The AC shall consist of three (3) members elected to a one-year term by the members of the GN POA. The AC shall designate their chairman.

C. MEETINGS

The AC shall meet as required at a time, date, and place set by the Chairman.

D. OPERATIONS

In reaching decisions, the AC will review and consider all information submitted, including visiting the site. In most instances, this document sets for the standards and guidelines that the AC will use in making decisions. In some instances, the standard to be applied will be determined on an individual basis. Decisions will be made and communicated in writing to the requesting owner or contractor acting on an owner's behalf.

E. VARIANCES

The AC may grant reasonable variances from the provisions of this document, and from the provisions of the Covenants, when literal application would result in unnecessary hardships, and if the granting of such variances would not materially harm other owners or the environment.

F. VIOLATIONS

The AC will notify the contractor and/or owner, in writing of any violation of these construction guidelines or any applicable provisions of the By Laws, Covenants and Restriction of the GNPOA. Failure to take corrective action, or to notify, in writing, of intent to take corrective action, within fifteen (15) days after issuance of such notice, subjects the violator to appropriate impossible sanctions or fines.

G. SANCTIONS

Sanctions imposable by the GNPOA include issuance of stop work orders. (See ARTICLE XI)

ARTICLE II. PROJECTS REQUIRING AC APPROVAL

Property owners are urged to meet with the AC prior to making any building plans so that they understand their responsibilities regarding the GNPOA Construction Guidelines. This is particularly true for all new construction applications.

Projects, which must be submitted to and approved by the AC before work can commence and which must abide by all guidelines herein, include, but are not limited to, the following:

- A. Construction of a new residence, structure, building or alteration of vacant lot in preparation thereof. Improvements not included in the original permit or to be started after the final inspection of a previous permit will require a new application and approval.
- B. Improvements, alterations, additions, changes or repair of existing residences, structures or other buildings which will alter or change its exterior dimensions or appearance, including colors and types of materials.
- C. Construction, replacement, alteration or change of an access drive that connects to roads and streets.
- D. Installation of hedges, retaining and other walls, and any other structure of any type or kind.
- E. Any clearing or landscaping that will alter the appearance of or the flow of surface water on any adjacent lot. (See ARTICLES IV & V)
- F. Installation of exterior lights. (See ARTICLE IX)

ARTICLE III. SUBMITTALS OT THE AC

All submittals for consideration by the AC shall be in writing, dated and signed by the requesting owner. Each request shall clearly identify the lot number or numbers affected by the request, and shall include appropriate documentation and/or information as specified herein. (See Appendix A.)

A. NEW CONSTRUCTION

- 1. Field location requirements, which must be accomplished prior to submittal to the AC for approval.
 - a. The surveyor or contractor shall locate accurately by means of stakes and string, the perimeter of the structure to be built, including decks, porches, and garages so that the position of the structure can be determined readily at the time of the initial field inspection.
 - b. The location of the driveway and parking area shall be similarly staked and strung.
 - c. Strings along the property lines to allow verification of setbacks will remain in place until completion.
- 2. Two sets of survey plot plans containing the following:
 - a. Location of building and setback measurements
 - b. Location of driveway and parking areas
 - c. Location of easements, erosion control devices and exterior lights
 - d. Expected direction of surface water flow from driveway and roof eaves.
- 3. Two sets of plans for the proposed construction containing all information and data as specified in Appendix A.
- 4. Two sets of specifications for the proposed construction.
- 5. Two sets of application forms in the format of Appendix B, complete with the information and data indicated, signed and dated by the requesting Owner and the Contractor.
- 6. A copy of the Lee County Building Permit before the start of construction.
- 7. Construction Indemnity Agreement & Proof of Workman's Comp & Liability Insurance.

B. IMPROVEMENTS, ALTERATIONS, ADDITIONS, CHANGES OR REPAIRS TO EXISTING STRUCTURES AND / OR PROPERTY

1. Two sets of working sketches of the proposed work, including floor plans, elevation with appropriate dimensions and an indication of the location of the proposed work relative to the existing building or structure and to property lines.
2. Two sets of specifications including the type and color of exterior materials to be used on the roof, walls and exterior surfaces including color swatches.
3. One set of application forms in the format of Appendix C.
4. A copy of the Lee County Building Permit before start of construction.

C. OTHER SUBMITTALS

Requests for approval of all other projects shall be made by application forms in the format of Appendix C, signed and dated by the requesting Owner. The application shall identify the lot number involved and shall state the type and scope of the proposal and reasons therefore. If construction (e.g., a deck) is proposed, the application shall include a sketch of the proposed work with appropriate dimensions, materials to be used, and color schemes.

ARTICLE IV. SURFACE WATER AND EROSION CONTROL

- A. Contractor is responsible for ensuring proper drainage as set forth in Article V, A., 2.
- B. Culvert requirements will be determined by the AC prior to the approval of any building request and details of requirements will be included in the approval letter as a prerequisite for approval.

ARTICLE V. TREE REMOVAL, CLEARING, GRADING, DRIVEWAYS, PARKING, AND LANDSCAPING

- A. The following regulations apply within the property lines of all lots in Golf North.
 1. Tree cutting and preservation during site preparation and construction
 - a. The complete removal of all trees from any parcel of land without the prior written approval of the AC is prohibited.
 - b. Every effort should be made to preserve as many mature trees as possible in order to maintain the location's natural beauty and prevent erosion.
 - c. Removal of trees for construction site clearance shall be limited to those within the footprint of the building foundation and not more than twelve (12') feet there from and those within the boundaries of walks, driveways and parking areas. Location of buildings, walks, driveways and parking areas shall be planned to minimize tree removal. Stumps within such boundaries shall be removed. All uprooted stumps are to be removed Golf North properties.
 - d. Tree stumps, which are not removed, shall be trimmed to ground level.
 - e. Care must be exercised during clearing of trees and construction to avoid damage to trees on adjoining properties.
 - f. The Owner/Contractor is responsible for any damage caused to adjoining property by their construction activity.

2. Grading

- a. Natural existing slopes and grade shall be maintained to the fullest extent practicable.
- b. Grading for driveways should direct all drainage to existing ditches or natural drainage swales.
- c. The Owner/Contractor is responsible for any damage resulting from changing the natural drainage flow from his property. (See also Article IV)

3. Driveways and Parking Areas

- a. Each lot, upon which a residence is constructed, shall be provided with a suitable driveway and with parking areas for four (4) automobiles within the boundaries of the driveway, including the garage.
- b. Driveways and parking areas should be immediately covered with an adequate course of broken stone or gravel at the start of construction to prevent any erosion.

4. Utility Easements and Lines

- a. As required by Article III, A., 1., the survey plat shall indicate all easements.
- b. All utility lines must be flagged by the appropriate utility companies prior to the commencement of foundation of foundation excavation or grading operations for driveways and walks.

ARTICLE VI. BUILDING CONSTRUCTION

A. MINIMUM FLOOR AREA

Each dwelling constructed shall have fully enclosed heated area, exclusive of roof or porches, terraces, or garages of no less than 1500 square feet at ground level based on measurements using inside wall dimensions.

B. SITE INSPECTIONS

The AC shall make the following inspections:

1. An initial Site Inspection.
2. An inspection before footings are poured to ensure that the setbacks are correct.
3. Random inspections to check erosion control devices and compliance with submitted plans.
4. Final Inspection and verification of Certificate of Occupancy.

C. MINIMUM SETBACK DISTANCES

The following minimum setback distances are prescribed by the Reservations and Restrictions, page 12, section 5.

1. ROAD SIDE SETBACK

The building or structure shall be located no less than thirty-five feet (35') from the front property line.

2. SIDE SETBACK

The building or structure shall be located no less than ten feet (10') from any side property line.

3. **REAR SETBACK**

The building or structure shall be located no less than twenty feet (20') from the rear property line, and forty (40') feet from golf course or lake property.

4. **CORNER LOT SETBACKS**

In general the narrow road side lot line will be considered the road setback line. The setback for the wide road side lot will be fifteen (15) feet.

5. **METHOD OF MEASUREMENT**

The above setback distances shall be measured on a level plane from the foundation of the building or structure (porches, decks, steps) to the surveyed property line. If the lot is located on a curve of the paved road or street, and the curve is not adequately marked by monuments, the front setback shall be measured from the outside line of the prescribed road or street easement as set forth by the recorded plat for the unit in which the lot is located. For lots located on the ends of courts where the front property line is defined by the radius of a circle, the survey should locate and mark the center of the circle.

6. **SPECIAL CONSIDERATIONS**

Setback requirements for a structure to be built on an irregular lot will be considered on an individual basis.

D. **EXTERIOR WALLS**

The material of exterior walls of buildings shall be approved based on harmony with the existing standards of the neighborhood and with consideration of the location of surrounding structures and topography.

E. **EXTERIOR COLORS**

Color swatches of exterior walls and trim shall be included in any building request. The AC will determine if color selections meet the existing standards and harmony requirements of the environment. Color selection should attempt to blend in with existing constructed homes and environment. The AC's decision on color acceptance is required prior to granting an approval letter.

F. **ROOFS**

Exterior roofing shall be asphalt or fiberglass, shingle, cedar shakes, or slate. Requests for a variance for the use of some other specific material will be considered on an individual basis.

G. **ENCLOSURE**

Construction of a home in which the crawl space, or space between the ground and lowest habitable level, is open is prohibited.

H. **TRAILERS AND MOBILE HOMES**

The installation of a trailer or mobile home or of a structure having the appearance of a trailer or mobile home is prohibited.

I. **MANUFACTURED HOMES**

For the purposes of these rules and regulations, a manufactured home is a manufactured building designed to be used as a single family dwelling unit which has been constructed and labeled indicating compliance with HUD administered National Manufacturing Housing Construction and Safety Standards Act of 1974.

J. **DETACHED BUILDINGS**

The construction of any detached building including but not limited to storage and garage structures is prohibited.

K. GARAGES

All new home construction must have a minimum of a 300 sq. ft. attached garage.

L. SATELLITE DISHES

Although permitted, satellite dishes must be hidden from view to the extent possible. When installed in the ground, they must be shielded from view by plantings or some other form of shielding so as to be inconspicuous from the street.

M. OTHER

No trade materials, inventories or commercial vehicles may be stored on the premises and any boats, trailers, buses, motorized camping vehicles, or tractors may be stored or regularly parked on the premises except in garages or well-screened enclosures, the latter of which are subject to AC approval.

ARTICLE VII CONSTRUCTION PERMITS AND INSPECTIONS

No field-work, including lot clearing, or new construction can proceed until permits have been issued by Lee County, and permits have been conspicuously posted at the job site. An exception to the above is the removal of brush to facilitate the survey of the property or the placement of strings to indicate the proposed locations of house and driveway.

Permits must remain posted during the construction process.

LEE COUNTY BUILDING PERMIT A photographic copy of the county building permit shall be provided to the AC by the owner/contractor for incorporation into the documentation file.

ARTICLE VIII. CONSTRUCTION PROCEDURES AND REQUIREMENTS

A. CONSTRUCTION SIGNS

The Contractor may utilize a suitably designed sign bearing the name of the firm in letters not exceeding (3") inches in height. This sign should be placed on or near the front property line of the construction site and used for displaying the required Permits. No other signs shall be placed on the property by the contractor, subcontractors, or material suppliers. The sign shall be removed within fifteen (15) days after completion of the project.

B. CONSTRUCTION VEHICLES

Concrete trucks carrying more than seven (7) cubic yards will not be permitted on Golf North roads. Washing out of concrete trucks must be done on the construction site, not on common areas or other lots in Golf North. No trucks with gross weight exceeding twenty (20) tons may enter Golf North. No vehicle parking on street. All vehicles must be parked on construction site or alternate parking at Golf North pool. **Emergency vehicle access must be maintained at all times.**

C. TEMPORARY TOILET

A self-contained type toilet must be installed at the construction site by the Owner/Contractor at a location least offensive to people in adjoining houses or those passing by the site. The facility shall remain in place until the inside toilets are operable.

D. CONSTRUCTION SITE TRASH

Burning of trash / debris in GNPOA is banned.

The Owner/Contractor is responsible for the containment and removal from Golf North of all trash generated during construction. Trash must be removed at regular intervals during construction. To maintain a neat appearance, all trash shall be contained daily, until regular interval removal.

E. ROAD REPAIR

Pictures of existing roads and streets will be taken by the AC prior to issuance of approval letter, and Contractor/Owner is responsible for ensuring the repair of any road damage caused by the cutting of roadways for utilities, or by construction vehicles. The roadway must be returned to equal or better condition than when approval was granted.

ARTICLE IX. EXTERIOR LIGHT

- A.** The height of exterior free standing lighting fixtures shall be seven (7) feet as measured from the ground level to the top of the lighting fixture. Lighting attached to the building shall be no higher than the eaves.

B. TYPE

1. Only incandescent or compound fluorescent exterior lighting is permitted.
2. Spotlights or floodlights may not be used in any manner that unreasonably annoys other property owners. Spotlighting and floodlighting may not be directed towards any public road or towards any lot other than that on which it is placed.
3. Accent garden lighting of trees within property lines of lot are allowed provided they do not distract from natural beauty or negatively affect neighbors in any way.
4. Lamppost(s) with a dusk-to-dawn light may be located near the front of the lot as near the street as possible. This practice is encouraged, as we do not have streetlights in GNPOA.

C. WATTAGE FOR INCANDESCENT LIGHTS

1. Lights aligning a driveway may only be situated between the residence and lot line must use bulbs of no more than 75 watts / light.
2. Yard lights lighting walkways may only be situated between the residence and the approved lot line setbacks and must use bulbs of no more than forty (40) watts/light.
3. Spotlights or floodlighting may not exceed 150 watts.

ARTICLE X. MISCELLANEOUS ITEMS

A. FENCES

The installation of privacy fences along property lines in Golf North is prohibited. The AC will consider, on an individual basis, requests for installation of appropriately designed landscaping for screening purposes or for the containment of pets, (i.e. invisible fence).

B. FUEL TANKS

Fuel tanks must either be buried or screened from view.

C. CONSTRUCTION SCHEDULE

1. Construction must start within thirty (30) days of date AC approval and the exterior must be completed within six (6) months from the time of lot clearing.
2. Construction must be complete and Certificate of Occupancy issued within one (1) year of construction start.

D. DRIVEWAY

Must be completed before occupancy of the dwelling.

E. CENTRAL WATER AND SEWAGE SYSTEM

All dwellings must be connected to the central water and sewer system.

ARTICLE XI. JUDICIAL PROCESS

The following guidelines are to be implemented by the AC as to the judicial process for contractor and /or contractor/Owner violations.

- A.** All violations are to be discussed with the property owner and or contractor by the AC.
- B.** The AC will prepare a violation report.
- C.** A letter will be sent by the AC to the contractor/Owner describing the violation and the amount of time to make a correction.
- D.** If the violation is not corrected, GNPOA Board of Directors, after reviewing the violation, can issue a stop work order until the violation is corrected.
- E.** Should the violation(s) continue and not be corrected in reference to road damage or erosion control violations, GNPOA Board of Director may take necessary action to correct the violation and charge the costs thereof to the contractor/Owner.
- F.** Should the violation(s) be other than road damage or erosion control, and violation(s) is/are not corrected within the specified time, the violation will be turned over to the GNPOA Board of Directors to prepare the proper summons.
- G.** The GNPOA Board of Directors is to receive copies of all violation reports and is to review all violation notice letters prior to issuance, and any documentation that the AC has for the proper issuance of a summons.

ARTICLE XII. DOCUMENTATION FILES

A. GENERAL

A file folder by lot number is to be maintained for each residence, building, or structure at Golf North for use during the AC review and approval processes, for reference during construction and for use as a record for administrative purposes and requirement. A copy of all documents, correspondence, and other matters affecting the property will be maintained in the file. These documents shall include but limited to:

- 1. Plans of the building/structure
- 2. Specifications for the building/structure
- 3. Application Form
- 4. Lee County Building Permit
- 5. Proof of Insurance
- 6. Construction indemnity agreement

B. RECORDS ACCESS

The documents, records and correspondence placed in the documentation files shall be available for use by the owner, the AC, and the GNPOA Board of Directors. The Building Plans will typically be shown to adjacent Property owners as a courtesy.

APPENDIX A

GOLF NORTH PROPERTY OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE (AC) Effective January 1, 2023

NEW CONSTRUCTION

GENERAL As set forth in Article III, A. Submittals to the AC, two (2) sets of plans for proposed new construction are required for AC review. Each drawing shall be provided with a title block in which the name of the owner, and unit and lot number are shown. Each drawing shall be clearly identified and provided with a graphic scale. Scales of less than $\frac{1}{4}" = 1'0"$ shall not be used. All dimensions shall be clearly printed, indication feet and inches on arrowed dimension lines.

REQUIRED PLANS AND DOCUMENTS To carry out its duties, the AC requires the following construction plans in the indicated detail:

1. **Foundation Plan** The foundation plans shall be a crawlspace or walk out basement indicating the size of foundations and footings for walk out basement walls and piers, interior walls, if any, steps, outside entrances and garage area. Slabs not permitted.
2. **Floor Plans** A plan shall be provided for each floor of the proposed building and walk out basement, if any. These plans shall indicate the type and dimensions of all exterior and interior walls, doors, windows, projections from the principle structure, including porches, decks, patios, and garages. Dimensions shall be provided in feet and inches on arrowed dimension lines. The square feet of heated space on each floor shall be computed and entered on each floor plan drawing.
3. **Elevations** Elevations shall be provided indicating the front, each side and rear views of the proposed building. These elevations shall include the exterior wall finished, roofing, solar fixtures, if any, chimneys, doors, windows, porches, and decks, vents, flashing and other features to clearly indicate the exterior appearance.
4. **Site Plans** A site plan shall indicate property lines; building location including overhangs, porches, decks, patios, garages with dimensions provided in feet and inches; surface water and drainage controls both temporary and permanent. All exterior lighting must be shown.
5. **Construction Indemnity Agreement and Proof of Insurance.**

OPERATION After review and approval of construction plans by the AC, one set shall be returned to the requesting owner along with other documentation. One set shall be retained in the documentation file for the residence.

APPENDIX B-1

GOLF NORTH PROPERTY OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE (AC)

Effective January 1, 2023

Owner Application for New Construction / Addition

New Building: _____
Location: Lot No. _____

Addition: _____
Street: _____

Owner: _____

Address: Street: _____
City, State, Zip Code: _____
Telephone No: _____

Contractor: _____
N.C. State License No. _____
Address: Street: _____
City, State, Zip Code: _____

General Information:

This house will be _____ full time / _____ part time residence
Living area to be _____ one _____ two floors
Walk out basement: _____ Y _____ N Crawl Space: _____ Y _____ N

Plan submittals: 2 each attached.

Building permit _____

Construction plans _____

Construction Specifications _____

Site Plan:

Surface Water Control Plan _____
Exterior Lighting Plan _____

Set Backs:

Front Lot Line _____ ft
Left Lot Line _____ ft
Right Lot Line _____ ft
Corner Lot, Front _____ ft
Rear Lot Line _____ ft

Square Feet:

1st Floor _____ sq ft heated
2nd Floor _____ sq ft heated
Walk out basement _____ sq ft heated
Screened porch _____ sq ft
Deck (s) _____ sq ft
Garage _____ sq ft
Total heated area _____ sq ft

Type of foundation: Walk out basement _____ Crawlspace _____

Exterior: Vinyl Siding _____ Siding Color _____ Trim Color _____
Wood Siding _____ Stained _____ Painted _____
Brick _____ Brick Color _____
Roof Type _____ Roof Color _____

Landscape: Grass _____ Pinestraw and Grass _____ Pinestraw Only _____

APPENDIX B-2

**GOLF NORTH PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE (AC)**
Effective January 1, 2023

*Owner Application for Improvements, Alterations, Additions, Changes or Repairs to Existing Structures
and / or Property*

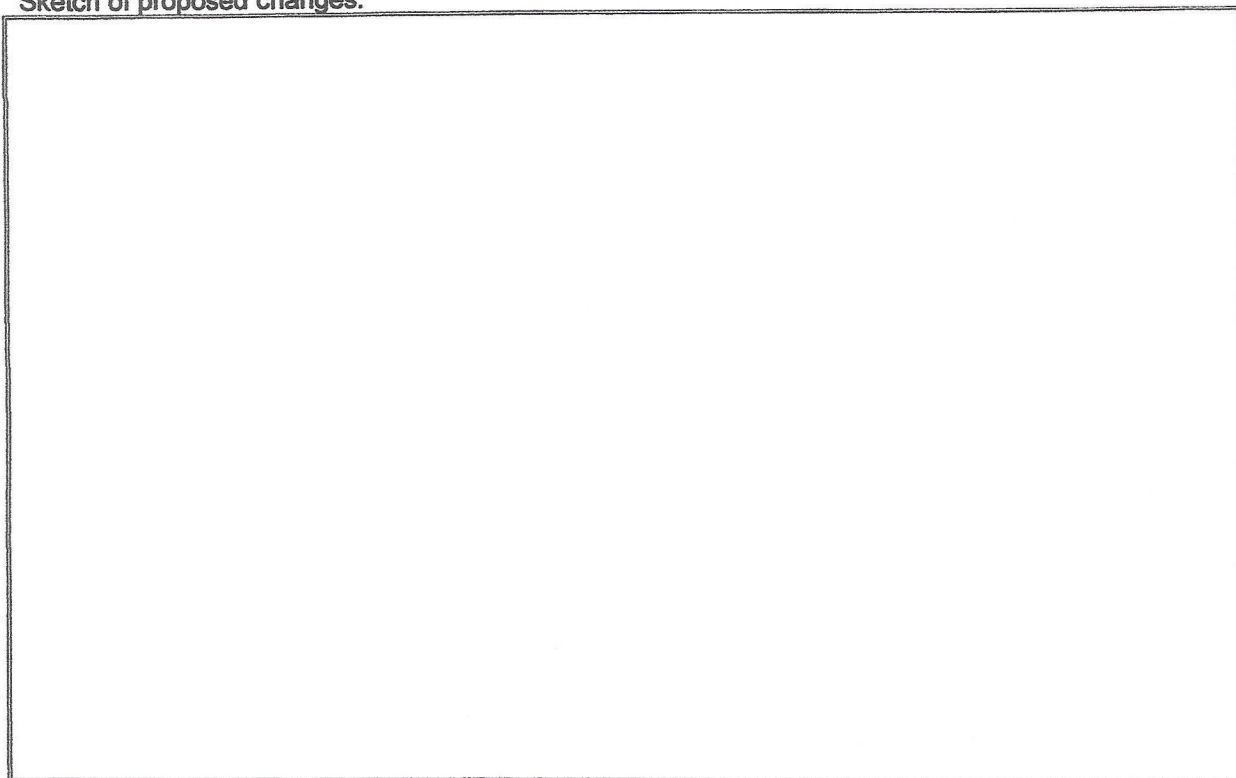
DATE _____

OWNER _____

ADDRESS _____

SUBJECT: AC Approval Request

Sketch of proposed changes.



AC APPROVAL _____

DATE _____

****Keep this document with your house records.**

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APPENDIX C

**GOLF NORTH PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE (AC)
Effective January 1, 2023**

REQUEST FOR CONSTRUCTION APPROVAL

Date: _____

TO: Golf North _____ Property Owners Association_

Carolina Trace, Sanford, NC 27330

From: _____

Name of Owner

Telephone Number

Street Address

City State Zip

Construction Location: _____

Lot Number

Street

Name of Contractor

Telephone Number

Street Address

City State Zip

A. The following information is submitted herewith, for review:

1. Method of construction (check one):

a. Field Framed _____

b. Manufactured _____

2. If Manufactured:

a. Name and address of manufacturer _____

b. Length and width of largest section _____

c. Number of sections _____

d. Route to be followed to building site _____

APPENDIX C

3. Heated ground area covered.

- a. Single story _____ sq. ft.
b. Story and a half _____ sq. ft.
c. Two story _____ sq. ft.
Total heated living area _____ sq. ft.
d. Other _____ sq. ft.
Total heated living area _____ sq. ft.

4. Two (2) copies of Plans and Specifications showing front, rear and side elevations with respect to topography of the site, and floor plan (Minimum scale $\frac{1}{4}" = 1'$)

5. Two (2) copies of Plot Plan showing placement of the house on the lot, location, and materials for driveway (s) and walks, ground cover, proposed drainage plan* when required and location of heating and air conditioning equipment. (Minimum scale $\frac{1}{4}" = 1'$)

* See drainage plan requirements as indicated in Article IV, Surface Water and Erosion Control, which are incorporated herein by reference, and attach to this form.

6. Materials to be used: (Samples may be required)

	<u>Type</u>	<u>Color</u>	<u>Brand/Mfg</u>
Foundation	_____	_____	_____
Steps	_____	_____	_____
Siding	_____	_____	_____
Windows	_____	_____	_____
Exterior Doors	_____	_____	_____
Trim	_____	_____	_____
Roof	_____	_____	_____
Chimney or Flue	_____	_____	_____
Open Decks	_____	_____	_____
Screened Porch	_____	_____	_____

APPENDIX C

Other visible exterior components such as shutters, covering over bay windows, gutters, leaders, etc.

<u>Please List</u>	<u>Type</u>	<u>Color</u>	<u>Brand/Mfg</u>

B. Other Requirements peculiar to Golf North POA:

C. If approved, construction will not commence until I have furnished you the following:

1. A signed copy of your (GNPOA) standard Construction Indemnity Agreement.
2. A copy of the Lee County Building Permit.
3. A Certificate of Proof of Insurance listing the contractor, carrier and policy number.

D. If approved, I agree to adhere to the following construction guidelines as indicated in the Golf North POA Construction Indemnity Agreement.