

# **NPOA**

**National Property Owners Association, Inc.**

2350 Midland Road  
Pinehurst, NC 28374  
910-235-4217  
[www.theNPOA.org](http://www.theNPOA.org)

## **Building Guidelines**

**for**

# *The National Golf Club*

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## **I. PHILOSOPHY**

**1. Introduction:** With the objective of assuring an aesthetically pleasing community of high quality and harmonious improvements, the National Property Owners, Inc. (hereafter referred to as the NPOA) has established an on-going committee designated as the Architectural Review Board (hereafter referred to as the ARB). The purpose of the ARB is to guide residential development in such a way so as to maximize compatibility of construction and landscaping with the natural beauty and topography of the land at the National Golf Club community.

**2. General Features:** The ARB seeks to assure that exterior features and materials are natural or appear to be made of natural materials. Stone foundations are preferred and should blend the house with the ground. The lay of the ground should dictate what is built on it.

**3. Landscaping:** Landscaping should address the natural Sandhills longleaf pine landscape. The ARB will discourage any landscaping approaches that typify many suburban localities where substantial lawns and highly manipulated plantings are prominent.

**4. Natural Vegetation:** Upland lots should preserve the long leaf pine and wiregrass plant community as much as reasonable. "Scrub Oaks" are naturally occurring in this landscape and should be selectively saved based on form and location. Wetlands whether designed or not should be preserved and emphasis placed on selectively pruning vegetation to create a natural garden. Most important is the preservation of the existing soil structure which allows percolation of rain water into the ground water aquifer.

## **II. POLICY**

**1. Introduction:** The policy of the ARB is that construction and landscaping plans must be submitted for design approval prior to proceeding. Those contemplating the initiation of construction and/or landscaping (or any major alterations thereto), are required to be in contact with the ARB and to obtain a copy of the NPOA ARB Guidelines on this topic. All inquiries regarding any provision to these guidelines should be directed to:

**National Property Owners Association, Inc.**  
**2350 Midland Road**  
**Pinehurst, NC 28374**  
**910-235-4217**  
**[www.thenpoa.org](http://www.thenpoa.org)**

### **III. INTRODUCTION TO THE ARCHITECTURAL REVIEW BOARD (ARB)**

#### **1. Introduction**

A. Purpose: One of the most effective methods of assuring the protection of the master land concept, community lifestyle, and individual property values is through the establishment of high standards of design review. In order to accomplish this objective, the ARB has been established to review Applications and Design Documents for all new construction and alterations, modifications, or changes to existing properties, including landscaping. Each Application is evaluated on its own merits with reasonable flexibility for design function and creativity.

B. Authority: The authority of the ARB is set forth in the National Golf Club Declaration of Covenants & Restrictions dated 5 June, 2001 (hereafter referred to as the DC&R) which encumbers every building site. The ARB is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the total community.

C. Additional Responsibilities: The ARB shall also have the right to authorize building contractors, architects, designers, landscape architects, and landscape contractors who may make improvements on the real property, which is the subject of these restrictions. The ARB shall also establish criteria under which a non-designated building professional or lot owner may satisfy the requirements and thereby qualify to construct a home within National Golf Club. (See Builder Requirements page 32)

#### **2. ARB Structure**

A. Members: The ARB shall include a minimum of seven (7) voting members and three (3) advisory members appointed by the Board of Directors (hereafter referred to as BOD) of the NPOA. Voting members will be selected to create a balance of National Golf Club Residents. Consulting members (non-voting) shall consist of professional consultants with experience in architecture, construction landscaping and real estate legal matters.

B. Majority Vote: Each voting member of the ARB shall have an equal vote and the majority of all voting members of the ARB shall constitute a decision for approval or denial of an Application. The consultants shall not have voting privileges. In all cases, however, the NPOA BOD shall have review powers of denied Applications.

C. Meetings: The ARB shall have scheduled meetings on the 2nd and 4th Monday of each month beginning at 9:30am. to review applications. Applications and all required architectural plans, grading plans, drawings, documents and fees must be complete and received 13 days prior to the meeting at which they will first be considered. An electronic copy of the application and all supporting documents shall accompany the submission. Rescheduling or special meetings will be called as deemed necessary by the Chairman.

D. Responsibilities: On behalf of the NPOA, the ARB is empowered to perform the following services:

- i. To establish architectural criteria and exterior design themes for the community.

- ii. To establish design review criteria for the protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
- iii. To review all Design Review Applications for compliance with the ARB Guidelines and with the NPOA DC&R.
- iv. To assure compatible architectural designs and harmonious relationships with neighboring building sites.
- v. To require high standards of design and quality construction.
- vi. To establish fees for the review of Applications and the completion of construction as may be required.
- vii. To assure that all properties are properly maintained during construction.
- viii. To monitor violations of design review criteria and notify the NPOA BOD for appropriate action.
- ix. To amend design review criteria as may be required from time to time.
- x. To contact Applicants whose plans and specifications have been disapproved and to provide reasonable assistance and recommendations for adjustments to bring Applications into compliance with design review criteria.
- xi. To maintain copies of Applications, design documents and related records for a period of two (2) years following the refund of the Compliance Deposit.
- xii. To inform the NPOA BOD regarding activities of the ARB and changes in criteria as they may occur.

#### **IV. ARCHITECTURAL REVIEW BOARD POLICIES**

##### **1. Applicants Responsibilities:**

The ARB assumes no liability for Applicant's or property owner's responsibilities, which include but are not limited to the following:

- A. Performance or quality of work of any contractor or subcontractor
- B. Compliance with all laws, codes, and ordinances of any governmental agency or body
- C. Determination of environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions
- D. Determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors, and other similar professionals
- E. Compliance with NPOA DC&R and the ARB Guidelines criteria
- F. Accuracy of all stakeouts and surveys

## **2. Design Review Approval:**

A. All new construction and changes, modifications, alterations and improvements of existing homes, including major planting and irrigation modifications must receive Final Architectural Review Approval prior to commencing work.

## **3. Design Review Decisions:**

A. Upon receipt of a properly completed Application, the ARB will review Applicant's plans and specifications and render one of three types of decisions in writing:

- i. APPROVED
- ii. APPROVED (Subject to limiting conditions)
- iii. DISAPPROVED

B. If Applications are APPROVED (with or without comments), applicants may submit plans and specifications for Final Architectural Review (if this step has not been completed). "Comments" regarding any specific Application may be rendered to encourage changes that the ARB deems desirable, but such "comments" are not binding upon Applicants.

C. If APPROVED (subject to limiting conditions), then Applicants must make changes prior to submitting plans and specifications for Final Architectural Review or for building permits, whichever is the case. "Limiting Conditions" are binding upon Applicants.

D. In the event Applications are DISAPPROVED at time of Preliminary Architectural Review, Final Architectural Review or Final Landscaping Review, Applicants must make appropriate changes and resubmit for the same step for which plans and specifications were disapproved.

## **4. Appeal:**

A. If an Application has been denied, or the approval is subject to limiting conditions which the Applicant feels are unfair, the Applicant may request a hearing before the full ARB to justify his position. After the hearing, the ARB will review their decision and notify the Applicant of their final decision within fifteen (15) days of the hearing.

B. In all cases, however, the NPOA Board of Directors shall have review powers over denied applications. The Applicant may request in writing a hearing before the NPOA Board of Directors.

C. The NPOA Board will schedule the hearing within thirty (30) days after receipt of the written request. The Board will notify the Applicant of its decision within two (2) days after the hearing.

## **5. Variances:**

A. All requests for variances from the requirements in this manual shall be made in writing. Any variance granted shall be considered unique and will not set any precedent for future decisions, and must conform to the requirements set forth in the Declarations of Covenants and Restrictions.

## **6. Written Approvals/Oral Statements:**

A. Applications for Preliminary and Final Architectural Review or Final Landscape Review will be returned with the ARB's decision, comments and limiting conditions, signed by the members of the ARB along with one set of design documents. The foregoing items shall be the sole source of reference regarding ARB approval and oral statements should not be relied upon unless incorporated into written approvals or noted on design documents and signed by a member of the ARB.

## **7. Approval Expiration:**

A. Applicants must begin construction within five (5) months of Final Architectural Review approval by the ARB. Failure to do so will automatically revoke approval without prior notice from the ARB. Time extensions may be granted by the ARB if written requests are received prior to or within ninety (90) days of Final Architectural Review.

B. The Application and Compliance Deposit Fees will be retained in escrow should the ARB be informed in writing that the start of construction will be delayed beyond the five-month period. The Application Fee will be forfeited if the construction is cancelled for any reason after the plans have been approved. The Compliance Deposit will be returned to the originator of the deposit.

## **8. Construction Design Changes:**

A. All construction must be completed in accordance with the Application and Construction Documents as approved. Exterior changes to the subject property shall receive prior approval from the ARB. Applicants requesting design change approvals should consult with the ARB to determine Design Documents required, if any, for approval.

## **9. Construction Inspections:**

A. The ARB reserves the right to inspect construction in progress for conformance with approved design documents. Applicants agree to cooperate fully with members of the ARB. Any ARB member has the right to stop unapproved or dangerous activities.

B. The ARB is empowered to enforce its policy, as set forth in the NPOA DC&R and these Guidelines by any action, including an action in a court of law or equity to insure compliance.

## **10. Construction Completion:**

A. All construction must be completed within one year from the date of the commencement of construction. Time extensions may be granted by the ARB for an additional six months if written requests are submitted prior to or within 90 days of initial completion date. Failure to complete construction after the extension period will result in a fine of \$300.00 per month until construction is completed. The fine will be deducted from the Compliance Deposit.



## **11. Certificate of Compliance and Deposit:**

A. Effective August 1, 2016, the pre-construction Certificate of Compliance (Exhibit B) will be accompanied with a check in the amount of \$5,000.00, due at the Final Review and paid by the general contractor to NPOA and retained in an escrow account.

B. The property owner and builder of the construction project acknowledge and agree that the construction or alterations of the improvements will be completed in accordance with plans and specifications, which have been approved by the Architectural Review Board.

C. When construction or alterations have been completed in accordance with plans and specifications, the post-construction Certificate of Compliance (Exhibit C) must be completed and returned to the ARB. After final inspection and upon receipt of Exhibit B, the Certificate of Occupancy (COO) from the Town of Southern Pines, the Compliance Deposit will be returned. All signage must be removed from the property upon receipt of the Compliance Deposit.

## **V. KEY DESIGN GUIDELINES AND SPECIFICATIONS:**

The following list summarizes those design elements which the ARB requires and recommends:

### **1. Design Elements:**

A. Use of professionals qualified in the fields of planning, architecture, landscape architecture, engineering and surveying.

B. Compliance with all deed restrictions as found in the NPOA DC&R.

C. Preservation of the natural character of the site and decorative flora where possible.

D. Overall, high-grade, superior quality construction with emphasis on good design and the use of natural materials such as stone, wood, and brick or approved substitutes.

E. Emphasis on the aesthetics of exterior architectural and landscape design.

F. Minimum square footage as set forth in the DC&R and restated herein.

G. Requirement for each house to be wired for cable TV.

H. Minimum of a two-car garage with automatic door openers.

I. Conformance with the standard mailbox design.

J. Sign control in conformance with the criteria set forth by the ARB.

K. Consistent application of brick/window/trim detail on rear elevation on golf course lots or rear elevations visible from paved roads.

L. Storm water retention required for estate lots if impervious area exceeds 50% of the total lot area. Impervious areas shall include all drives, walks, patios, and dwellings (Village Homes not included).

## **2. Design Duplication and Location:**

A. Applicants shall select building sites and home plans so as not to construct repetitive designs within close proximity from the golf course and street. Similar designs or design duplications are not permitted.

B. The approval of plans for a specific site does not automatically imply approval on another building site by the ARB.

## **3. Dwelling Size and Minimum Standards:** All residences shall conform to the following standards:

A. Heated Square Footage: (Square footage of walk-out unfinished basements is excluded from the calculations.)

i. Full size, Single Family Home

One-story - 2,200 sq. ft.

Two-story - 2,400 sq. ft. w/ 1,800 sq. ft. on primary floor.

ii. Village Home

One-Story - 1,800 sq. ft.

Two-Story - 2,000 sq. ft. w/ 1,500 sq. ft. on primary floor.

B. Building Height:

i. No Single-Family Residence shall be more than thirty-five (35) feet in height as measured from the average grade at the front of the house without prior approval of the ARB. Chimney heights may exceed this limitation with approval of the ARB.

C. Setbacks: (The ARB shall determine the applicable setbacks for front and side yards for lots having more than four sides.)

i. Full size, Single Family Home Site

-Front yard - 40 ft.

-Corner lots intersecting street setback shall be 35 ft. and ARB shall determine fronting street.

ii. Rear yard

-Adjacent to golf course - 60 ft. (except as noted on plat maps)

-All others - 50 ft.

iii. Side yard - 15 ft.

D. Dwelling Size and Minimum Standards:

- i. Village Home Sites
  - Front yard - 15 ft.
- ii. Rear yard
  - Adjacent to golf course - 30 ft.
  - All others - 20 ft.
- iii. Side yard
  - Patio wall side - 3 ft.
  - Opposite sideline - 7 ft.

E Driveways:

- i. 5 ft. setback from property line
- ii. 16 ft. minimum width at entrance to garage
- iii. 15% maximum grade

F. Enclosed Garage:

- i. 2-car minimum.
- ii. No rear entry garages shall be visible on golf course lots.

G. Electrical Garage Door Openers: Required

**4. Exterior Elevations:**

A. Exterior elevations will be reviewed for architectural design/materials and for aesthetic appearance in terms of the overall dwelling and its relationship to other homes.

B. Approval of exterior design will be based on overall design themes and will consider mass and scale; materials, textures, colors and finishes; continuity between primary design elements and secondary surface treatments; placement of windows, doors, and openings; vertical and horizontal lines; roof pitches, etc.

C. Depending on the architectural style, preferred exterior features and materials include horizontal or vertical wood siding, stone, brick, stucco, high-pitch roofs, brick chimneys, and other ARB approved materials.

D. Elevation of a walk-out basements/lower levels must be above the adjacent slope of the land to permit water flow across the final grade.

E. The ARB may disapprove any proposed new construction or changes to existing homes on purely aesthetic grounds, where, in its sole judgment, such action is required to maintain the desire for good architecture.

## 5. Exterior Materials:

A. Introduction: Most earth tone colors work very well in tying together the continuity of buildings. The intent is for the individual houses to blend into the total image. Dark colors accommodate this better than light. Bright colors do not work well. Stains are preferred to paints. Roof colors in general should not contrast sharply with the rest of the house.

B. Selection: The selection of exterior materials shall be harmonious with the architectural motif of each dwelling unit and the community development as a whole. Natural materials are preferred over synthetic material. Depending on specific applications, the following materials have been approved by the ARB:

- i. WOOD (cypress/cedar/redwood): board and batten lap siding; cedar shakes (roofs); tongue and groove siding.
- ii. STUCCO: (Approval subject to application, texture, and use of other primary, secondary or decorative treatments.)
- iii. MASONRY: Natural stone and brick; concrete block with approved surface treatment; manufactured stone. If concrete block is desired, it must be stuccoed and darkened to blend the house with the surrounding grounds or otherwise covered.
- iv. WINDOWS and SHUTTERS: Wood, aluminum clad or PVC clad or 40 year warranted vinyl.
- v. SIDING: ARB approved synthetic materials such as Hardee-plank, PVC fascia and trim, and other such material as deemed appropriate to the design.
- vi. ROOFING: The main roof structures shall be a minimum 8/12 roof pitch covered with cedar shakes, cedar shingles, natural slate, tile, copper seamed roofing, standing seam metal roof or ARB approved asphalt shingles.

C. Non-Approved Materials: The following exterior materials are not approved for construction:

- i. Metal siding; decorative concrete block; concrete block (except sub-surface wall); fiberglass, plastic or asphalt siding; logs (imitation or otherwise except for landscaping purposes); and certain types of imitation stone and brick. High quality manufactured stone and brick from natural materials will be considered on their own merit by the ARB, but are subject to disapproval.
- ii. Exterior colors that, in the opinion of the ARB, would be inharmonious, shall not be permitted.

D. Final Approval: The ARB shall have final approval of all exterior color submittals and each Applicant must submit to the ARB as part of Final Architectural Review, a color board showing the color of the roof, exterior walls, shutters, trims, doors, windows, chimney and roof structures.

- i. A materials sample array with the manufacturer's name and number must be submitted to the ARB. Each color of paint or stain shall be applied to a sample of the material on which it will be used, minimum size of 12" x 4" and larger if necessary for an accurate rendition of what the color will look like upon completion of construction. Larger samples of materials like brick or stone may be necessary to show the accurate range of natural variation. Similarly-sized samples of materials pre-colored by the manufacturer must be submitted. A story board showing the location of the samples on each area of the house must be submitted for approval. Color or materials can be revised before completion only upon prior written application to and approval by the ARB. A color rendition of each elevation utilizing the computer's "shadow function" to display depth from an indicated light source, reasonably portraying the samples and materials, and their colors, must be submitted with the application.

## **6. Roof Pitch, Roofing Materials and Solar Roof Panels:**

A. Pitch and Materials: Main roofs that are flat are not indigenous to the Development and roof pitches less than 8/12 are not permitted. Recommended roof surfacing materials are cedar shakes, cedar shingles, natural slate, tile, 25-year minimum fiberglass/asphalt shingles weighing 300 lbs. or more per square, and metal seamed roofing. Gutters and downspouts may be used if desired. Overhangs, two feet maximum on Estate Lot plans and one (1) foot maximum on Village Lot plans, are encouraged.

B. Roof Stacks and Chimneys: All roof stacks, plumbing vents, metal chimney caps and attic fans shall be painted to match the approved roof colors. Roof stacks, plumbing vents and other roof structures shall be placed on rear slopes of the roofs where possible.

C. Solar roof panels are not permitted unless designed to be mounted flush with the roof plane.

## **7. Grading and Drainage (See Page 21)**

A. Grading Plans: No bulldozing or clearing of trees shall be commenced until grading plans and specifications showing the nature, kind, shape and location of work having been submitted and approved and the site inspection completed. Cut and Fill slopes should be designed to conform to the natural topography of the site and have a maximum slope of 3H:1V. Culverts shall be designed for a 25-year design storm. Design specifications must conform to the building requirements of the Town of Southern Pines.

B. Finish Floor Elevations: All buildings will be completed at a finished floor elevation compatible with its surroundings.

C. Surface Runoff: Applicant shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties, streets, water bodies or wetlands. Applicant shall provide construction devices, stepped terraces, gutters and drains, or other forms of storm water and erosion control as may be required by the ARB.

D. Storm Water Retention: Site plans for lots requiring storm water retention shall include calculations, drainage area maps, and details prepared by a Professional Engineer or Licensed Landscape Architect.

E. Trees: In no case shall trees with a 4” caliper at breast height be removed without approval of the ARB. Any federally protected tree cannot be removed without approval.

F. ARB notification and approval is required for lot maintenance or clean up of undeveloped lots.

## **8. Mailboxes**

A. Installation: ARB approved mailboxes will be installed by the maintenance department of the National Golf Club. The cost of the mailbox is included in the Application Fee. No mailboxes or other similar receptacle shall be erected on any lot unless the design and specifications are incorporated into the final plans and approved by the ARB. Address numbers must be prominently displayed on both sides of mailbox or mailbox post.

## **9. Outdoor Living Areas, Swimming Pools and Screen Enclosures**

A. Generously proportioned porches and terraces will encourage frequent use. Outdoor living is comfortable throughout most of the year. To roof an outdoor area extends the time it can be fully utilized. The shade and shadows created by porches and roof overhangs soften the rigid lines of a structure. The use of wooden decks and stone or brick terraces is recommended.

B. The elevation of the top of any swimming pool construction on any lot may not be over two (2) feet above the natural grade unless integrated into terraced construction upon ARB approval. No above-ground pools are permitted.

C. Swimming Pools must be fenced in accordance with the Town of Southern Pines “Code of Ordinances” regulations and approved by the ARB.

D. Swimming pools shall not be permitted on the street side of the residence unless approved by ARB.

E. Screen enclosure materials and colors must be approved by the ARB. Pool enclosures must be neutral in color. Materials and colors must be approved by the ARB.

F. Screen enclosures must not be visible from the street in front of the residence unless approved by the ARB.

G. No swimming pools, pool decks, fence, cabanas, screen enclosures, or patio/decks shall be located outside the building envelope unless approved by the ARB. Any such structure that extends beyond the building envelope must be accompanied with a request for a variance prior to commencing construction and approved by the ARB.

H. The design and location of solar panels used for heating pool water must be identified on the pool plan and approved by the ARB before installation.

## **10. Garages, Driveways and Exterior Lighting**

A. All single family home shall have a minimum of a two-car garage. Automatic garage door openers are required. Carports are not permitted.

B. All units must have an approved exterior light in the driveway area. All proposed exterior lighting should be detailed on the Final Landscape Plans. No exterior lighting shall be permitted which in the opinion of the ARB would create a nuisance to the adjoining property owners.

C. All driveways, walkways and parking areas shall have hard, impervious, dustless surface, such as colored or stamped concrete, brick, or uncrushed stone normally bound with an aggregate binding medium. Blue Stone driveways are authorized but must have a minimum of ten (10) feet of impervious surface (as defined above) beginning at the street connection and extending back towards the garage. Driveways may connect to streets at only two (2) points for each Lot, and such connections shall provide continuity of any drainage swale or curb and shall blend into the street pavement. Large parking areas are to be discouraged. Driveways shall not extend into the five (5) foot setback area without a variance approved by the ARB and shall have a maximum slope of 15%.

## **11. Awnings, Shutters, Canopies and Storage**

A. Awnings & canopies shall not be permitted without prior approval of the ARB.

B. Shutters and gable vents, if used, must be wood or a 40-year warranty vinyl, raised panel. All shutters must consistently apply to all elevations and must have decorative hinges and s-hooks installed.

C. Areas beneath decks and elevated terraces are not to be used for storage unless the areas are shielded from public view.

## **VI. IMPROVEMENTS TO RESIDENTIAL PROPERTIES**

### **1. Additions/Exterior Repainting or Renovations of Existing Homes:**

A. Introduction: Applicants for exterior changes, modifications, alterations and improvements to existing homes shall consult with the ARB to determine the construction documents required for approval. No work shall commence without approval of the ARB. All improvements approved by the ARB must commence within five (5) months of the date of approval and be completed within one year or the approval will be revoked.

B. Repainting: Repainting of any existing dwelling or property thereon with a color other than previously approved, shall require the approval of the ARB. Color chips or samples coded to exterior elevations shall be submitted to the ARB for color change approval.

C. Renovations: Renovations consisting of but not limited to roofing, siding, driveways, conservatories, tennis courts, swimming pool, wells, installation of solar panels and the removal of trees, including damaged/diseased trees, that are 4” or larger caliper at breast height requires ARB approval.

D. Compliance Deposit: The ARB Guidelines apply to all renovations and landscaping that exceed \$1000. Compliance Deposits shall be required if the cost of renovations or landscaping improvements exceed \$10,000.

E. Application Fee Schedule: See Exhibit D.

## **VII. DESIGN APPROVAL PROCESS**

The following is an outline of the steps involved in the design approval process from preliminary architectural review to final inspection.

### **1. Step One: Preliminary Architectural Review:**

A. Estate Lots: The Architect, owner or owner's representative for estate lot properties have the option to submit a preliminary data package for review by the ARB.

B. Village Lots: The Architect, owner or owner's representative for village lot properties are obligated to submit a preliminary data package review for by the ARB.

C. Review Period: The ARB will review the application and design documents within fifteen (15) days and provide appropriate comments.

### **2. Step Two: Final Architectural Review:**

A. Construction Plans: The Architect/owner or owner's representative must submit three (3) sets of the final construction plans, with the Lot Number attached to all material samples, product photos, and color chips as follows:

i. Proof of Lot Ownership or Letter of Authorization to represent the property owner.

ii. Completed Letter of Application (Exhibit A, pages 33 & 34).

iii. Application and Site Plan Review Fee – (Exhibit D) Payable to NPOA Inc.

iv. Compliance Deposit (Exhibit B) - Payable to NPOA Inc. (to be paid by the **property owner**).

v. Site Plan showing required items from “Site Plan Checklist” (See Section X, ARB GUIDELINE CHECKLISTS): Check list is to be included with plans. Topography, Wet Lands, (as determined by US Army Corps of Engineers guidelines and delineated by registered surveyor or other qualified expert), Tree Survey, and Floor Plans

vi. Building Sections



- vii. Exterior Elevations (all sides)
- viii. Roofs: structure, materials, and manufacturer, color chips
- ix. Walls: structure, materials, color chips
- x. Fascia and Trim: constructions, materials, color chips
- xi. Window Specifications: Manufacturer, type, finish, color chips
- xii. Doors/Garage Doors: specifications, materials, color chips
- xiii. Patio/Decks: materials, finish, color chips
- xiv. Fences/Walls: structure, materials, color chips
- xv. Screen Enclosures: structure, materials, and colors
- xvi. Mechanical Equipment: location and screening details
- xvii. Driveways: materials, finish, color chips
- xviii. Final Stakeout
- xix. Exterior lighting details
- xx. Location of satellite dish(es)
- xxi. Well Permit (if applicable) from Moore County Health Dept.
- xxii. Placement of solar panels and/or geothermal (closed- or open-loop) systems

B. Review Process: The ARB will review all design documents, sample materials, and color chips and return one set of plans to the Architect owner or owner's representative within fifteen (15) days with the appropriate comments. The ARB will notify all adjacent property owners after the plans have been approved.

C. Village Lot Properties Special Requirements: The limitations imposed on the construction of houses on Village Lots are dictated by the size of the building envelope and the proximity of the adjoining properties and occupied residences. Therefore, special considerations for the design and construction of houses on these properties are as follows:

- i. Preliminary Design Process: As stated in Step One, Preliminary Design Review, the preliminary design of any house to be constructed on Village Lot properties must be submitted to the ARB prior to the formal submission of the construction application and formal review process. Of specific concerns of the ARB will be the design and material selection relative to the adjacent homes or to other homes in the vicinity of the house to be constructed. The ARB will conduct on site inspections and reviews of the preliminary with the property owner and/or their designated representative. Failure to comply with this special provision will result in the refusal of the ARB to accept the Application for Residential Construction (Exhibit A).

- ii. Location of HVAC Units: As a special condition of the design process, particular attention must be made to the location of the HVAC Units which must be located on the seven (7) foot side of the property building envelope.

**3. Step Three: Builder Responsibilities:**

- A. Review National Golf Club’s ARB Guidelines, Policies & Procedures.
- B. Obtain a Building Permit from Town of Southern Pines.
- C. Submit a copy of the permit to the ARB and post permit at site.
- D. Obtain Utilities permits: Electric, water and sewer.
- E. Stake Building Corners/Driveway – on lot.
- F. Install a National Golf Club Contractor Sign prior to starting construction.
- G. Install a Construction Driveway and an Erosion Control silt barrier. The fence shall be wire backed and be installed with metal stakes.
- H. Submit a list of sub-contractors to the ARB.

**4. Step Four: Submission of Plans to Appropriate Building Department:**

- A. Building Permit: Architect, owner or owner’s representative must submit the final plans to the Town of Southern Pines Building Inspector and any other such agencies having jurisdiction for required permits. This activity may be undertaken concurrently with Step Three.
- B. Stake Out: The Builder Contractor OR PROPERTY OWNER must notify the ARB when the Stake-out of the home is ready (prior to the lot being cleared) and must not proceed any further with construction until the ARB confirms that the home is being built within the building envelope. The ARB will then authorize Builder Contractor to proceed with construction after the adjacent property owners have been notified.

**5. Step Five: Planting and Irrigation Review:**

- A. Submission of P&L Plans: The Architect, owner or owner’s representative will submit the landscaping plan, irrigation plan and exterior lighting plan (if applicable) in conjunction with the Site and Elevation Plans within sixty (60) days of the completion of construction.

## **6. Step Six: Final Inspection:**

A. Final Inspections: The Architect, owner or owner's representative will notify the ARB prior to making significant changes to approved plans. Upon completion of construction, the following will be submitted to the ARB:

- i. Copy of Certificate of Occupancy from the Town of Southern Pines
- ii. Certificate of Compliance (Exhibit B)

B. Certificate of Occupancy: Once construction or alteration of the improvements including landscaping and irrigation is complete, the property owner shall cause a Certificate of Compliance, in the form of Exhibit B attached to these guidelines, to be executed and filed with the ARB. The property owner as well as the architect or builder, or both, as applicable, employed in connection with the construction or alteration of the improvements, shall sign the Certificate of compliance. The property owner shall not occupy the improvements or that portion being altered, as applicable, until the Certificate of Occupancy (COO) has been issued by the Town of Southern Pines. A copy of the COO must be filed with the ARB.

C. When construction or alterations of the improvements have been completed in accordance with plans and specifications the Compliance Deposit will be returned to the general contractor.

## **7. Design Document Changes:**

A. Notification of Changes: The Builder must notify the ARB prior to making significant changes to the approved drawings. A letter with applicable support data (as required) must be submitted to the ARB for the file. Any major deviations (as solely determined by the ARB) shall require full ARB approval prior to commencement of changes.

## **8. Accessory Structures and Utilities**

A. Accessory Structures: docks, cabanas, playhouses, tool sheds, doghouses or dog runs shall not be permitted unless specific written approval of the ARB is obtained.

- i. Dock design and specs must be approved by the ARB and shall only be permitted on Otter Pond, Findhorn Pond, and Killarny Pond. Only one dock per property is permitted. Docks will not extend more than fifteen (15) feet into the water from the property mean water line and will not exceed 150 sq. ft. in total area over the water. The maximum height shall not exceed two (2) feet above the water line as measured from the high water mark. No railings or structures are permitted on the dock. Electrical power and water is permitted and must be included in the dock plan submitted for approval. Subdued lighting is permitted. The location(s) of the lighting fixtures must also be included on the plan. Color photos of proposed light fixtures must be submitted for approval. The dock shall be constructed of pressure treated lumber, composite material or other non water absorbent material and shall be of a medium to dark value of natural color.

ii. All playground equipment must be placed to the rear or side of the residence and only with prior approval of the ARB. Basketball hoops may be free standing in the front driveway and must be at least (10) feet from the road. Hoops may not be attached to the garage. Playground equipment shall be subtle and designed to blend with the landscape.

iii. Decorative objects such as sculptures, birdbaths, fountains and the like that exceed three (3) feet in height or are clearly visible from the street or golf course or lake shall not be placed or installed on the building site without approval of the ARB.

iv. A flagpole shall be permitted, subject to ARB approval of the size, placement, color, finish and design. No flagpole shall be used as an antenna.

v. No clothes lines or exterior drying of materials shall be allowed.

vi. All garbage containers, AC compressors, water softeners, oil/gas tanks, pool pump equipment, satellite dishes and well pump heads etc. shall be located in rear yards or side yards within the setback line and shall be screened or walled from front street(s), golf course, water bodies and adjoining properties as required by the ARB and Moore County Health Department.

B. Utilities: Applicant shall be responsible for all utility services from the point of utility company connections underground to the Applicant's home. All public utilities devices shall be underground (including large liquid petroleum tanks) except temporary electrical service in accordance with public utility guidelines for homes under construction. Meters, transformers and other utility service equipment/gear shall be shielded by screening, walls or landscaping approved by the ARB.

C. Drinking Water and Sewer: The central water and sewer system provided by the Town of Southern Pines and Moore County respectively for service of the property shall be used by all Owners. Each Owner shall connect his water line to the water distribution main serving his Lot and shall connect his sewer line to the sewage collection line serving his Lot and shall pay all connection charges, periodic charges and the like in connection therewith. Each Owner shall maintain and repair his water and sewer lines up to the point of delivery and collection. No individual water supply system shall be permitted except for irrigation purposes.

## **9. Banners and Signs**

A. Banners, Signs and Letters: All banners, signs and letters of any kind and nature shall be approved by the ARB before installation. Signs including builder's signs must conform to the guidelines established by the ARB and/or Southern Pines.

## 10. Vehicle Parking

A. Vehicle Parking: Applicants will not be permitted to park any oversized commercial vehicle, boat, trailer, non-motorized camper, mobile home, tractor, bus, farm equipment, recreational vehicle, unlicensed vehicles, off-road vehicles, trailer coach, or similar vehicle for a period over twenty-four (24) hours unless such vehicle is parked inside a totally enclosed structure. Overnight street parking of any vehicle is prohibited. The NPOA may approve short-term exceptions.

## VIII. DESIGN DOCUMENTS (ARCHITECTURAL PLANS AND DRAWINGS)

### 1. General Requirements

A. Introduction: In order to provide a systematic and uniform review of the proposed construction, the design documents should adhere to the criteria outline below. It is the responsibility of the contractor or property owner to include the completed design criteria checklists (**ARB GUIDELINE CHECKLISTS**) as part of the application package.

- i. Foundation Floor Plans: Scale 1/4" = 1'0"
- ii. Exterior Elevations: Scale 1/4" = 1'0"
- iii. Existing and proposed grade-fill
- iv. All exterior views of all structures including railings, decks, patios, steps and the associated materials, textures, and colors
- v. Building Sections: Scale: 3/4" = 1' (minimum)
  - a) Wall/Roof Section
  - b) Roof Pitch/Materials/Colors
- vi. Exterior Colors, Finishes, Materials:
  - a) Specifications
  - b) Manufacturers
  - c) Materials/Finishes/Models
  - d) Samples/Product Photos/Color chips
- vii. Final Stakeout:
  - a) Lot Corners
  - b) Dwelling Corners
  - c). Patios/Decks/Pools/Spas/Accessory Structures (cabanas, etc)
  - d) Fences/Walls

## **2. Site Plan Independent Review and Inspections**

A. Engineering Review: Before construction begins, the contractor and/or homeowner shall submit a site plan drawing that includes all required items as described in this document. These drawings shall include elevations showing top of foundation, finish floor and final grades. The drawing shall be submitted to the ARB. The ARB shall transmit the drawings to our Engineer of Record (licensed in the State of North Carolina) for review, comments and approval. The Engineer will review the drawings and mark them either “Approved”; “Approved as Noted”; “Revise and Resubmit”. A copy of an “Approved” drawing from the Engineer shall be submitted to the ARB prior to beginning foundation work. Please allow one-week turnaround for this review process and more time if it is required to Revise and Resubmit.

B. Foundation Survey: At the completion of the foundation, and prior to any backfilling, the ARB’s Engineer shall visit the site and confirm by letter to the ARB that the foundation elevation is satisfactory and in accordance with the original approved drawings. As soon as the Executive Director or ARB Chairman receives this letter, construction may resume. Please note that in the case of a monolithic concrete pour being part of the foundation, concrete may not be placed until the foundation elevation has been verified and approved by the ARB’s Engineer. This elevation can be taken from the top of form work or an elevation stake showing top of foundation.

C. Monolithic Foundation: If the contractor/homeowner proceeds with a monolithic pour without this inspection and the elevation is not according to the approved drawings, the slab must be removed and corrected to the proper approved elevation.

D. Final Survey: After all final grading has been completed the ARB’s Engineer shall visit the site and confirm by letter that the finish floor elevation and all finish grades are satisfactory and in accordance with the original approved drawing. Landscaping shall not begin until the Engineer certifies to the ARB that elevations conform to the approved drawings.

E. Engineering Costs: The cost for the Engineering reviews and inspections is included in the construction application fee. The homeowner is solely responsible for proper drainage and neither the ARB nor the governing body (National Property Owner’s Association) shall assume any responsibility, financial or otherwise.

## **IX. DESIGN DOCUMENTS (PLANTING AND IRRIGATION)**

### **1. General Requirements**

A. Easements: All easements and rights-of-way shall be landscaped in accordance with the ARB specifications.

B. Plantings: The ARB shall disapprove trees, shrubs and aquatic weeds that may be harmful. Plants indigenous to the area should be utilized.

C. Landscaping Completion: All landscaping shall be completed according to the final approved Planting and Irrigation Plan (Page 8). Additional landscaping or major changes to the approved plan are subject to the approval of the ARB prior to installation.

D. Tree Survey: Trees with a diameter of 4 inches or more (measured at breast height) must be noted on the site plan and the Planting and Irrigation plan. Specimens scheduled for removal must be included on plans and tagged with colored ribbons on-site for inspection along with the final house stakeout. In no case shall trees with a diameter of 4 inches or more be removed without approval of the ARB.

E. Tree Protection: All Applicants and Participating Builders shall make a diligent effort to protect all remaining trees during construction, to provide staked-off areas to protect root systems from vehicles and equipment, to install tree wells, and to take other precautions in cases where fill is required around trees.

F. Wetlands: Lots bordering on wetlands as shown and delineated on the Development Plan may be hand cleared in accordance with the regulations of the Corps of Engineers. No mechanical equipment may be used within ten (10) feet of the wetlands. The ARB shall be informed in advance and approve any lot clearing activities by the property owner.

G. Planting Sizes: Planting and Irrigation Plan approved for installation by the ARB must be completed prior to submission of the post-construction Certificate of Compliance:

i. Full Size Home site: Minimum shrubs and groundcover: 45 five-gallon or greater (design equivalent). Minimum trees: site dependent and reviewed in P&L plan (including existing trees with a 4" caliper at breast height).

ii. Village Home Site: Minimum shrubs and groundcover: 25 five-gallon or greater (design equivalent). Minimum trees: site dependent and reviewed in P&L plan (including existing trees with a 4" caliper at breast height).

## **2. Irrigation:**

A. Irrigation System: An automatic underground irrigation system of sufficient size and capacity to irrigate all landscaped areas must be installed and used to maintain the areas in good and living condition at all times. Rain sensors are required.

B. Water Source: The public water source connection point to the irrigation system must include an above ground back flow preventer valve as required by the Town of Southern Pines, covered with a low, insulated box or other fixture designed for the purpose, painted if necessary either green or brown, and screen from view with plantings. The covering fixture, the location of the time-clock and any proposed well location shall be identified on the site plan and the Planting and Irrigation Plan.

C. Lakes and Ponds: No irrigation water shall be obtained from any lake, stream or water body. No septic tank or drain field shall be allowed on any Lot.

D. Irrigation Wells: Wells may be used for irrigation purposes only (including filling swimming pools) and must be permitted by Moore County Health Department and approved by the ARB.

### **3. Fences and Boundaries**

A. Property Definition: Attempts to establish property lines through individual fencing and/or boundary plantings are not permitted. Every effort must be made to retain the feeling of open spaces.

B. Walls and Fences: No wall, fence or coping may be constructed on any lot that adjoins the golf course, other than privacy walls on village homes. Privacy walls must be constructed on the outside yard property line. The walls will not exceed six (6) feet in height, extend no further than four (4) feet beyond the building envelope, and be constructed of the same material as the house to which it is attached.

C. No wall, coping, fence or boundary planting may be constructed or maintained in such a manner as to interfere with vision of drivers at any intersection of streets or roads.

### **4. Swimming Pools**

A. Approval: Swimming Pools must be constructed within the building envelope and fenced in accordance with the Town of Southern Pines "Code of Ordinances" regulations and approved by the ARB.



## X. ARB GUIDELINE CHECKLISTS

In preparation for the submission of Architectural and Planting and Irrigation Plans, the following checklists must accompany each set of plans submitted for review.

### 1. Site Plans Check List

- Scale: 1"= 20' (minimum)
- Boundary survey - (sealed and dated by a Professional Land Surveyor)
- Existing topography (1' contour interval, datum, onsite benchmark, and dashed lines for existing contours)
- Tree locations: (all trees 4" or larger caliper at breast height, note species and caliper size, and assign each tree an individual consecutive number on plan)
- Utilities: electric, water, and sewer
- Adjacent building corners (within 20' of any boundary line)
- Easements & Rights of Way
- Minimum building setbacks
- Water bodies / streams
- Wetlands (as per US Army Corps of Engineers guidelines and delineated by a Licensed Soil Scientist)
- Culverts (size, material, and invert information noted)
- Downspout locations
- Owners name, address, and phone number
- Architect / Designer's name, address, and phone number
- Builder's name, address, and phone number
- North arrow
- Dwelling location (dimensioned perpendicular to boundary lines)
- Driveway location(s) (maximum of 2 driveway connections per lot, max slope of 15%)
- Roof line and overhang (use dashed line to depict on plan)
- Patios/Decks/Steps
- Utility line connections ((water, sewer, power, cable, telephone) from street tap)
- Liquid Propane (LP) tank and gas line locations
- Mechanical equipment locations (HVAC, generators, etc)
- Dock locations
- Accessory structures (including geothermal loop systems and solar panels)
- Grading plan (1' contour interval with solid lines for proposed grades & dashed lines for existing grades, 3:1 max slope)
- Proposed spot elevations (at house corners and other necessary locations)
- Proposed dwelling elevations (finished floor, top of foundation, and garage slab)
- Impervious area calculations (dwelling, drives, walks & patios, & % impervious area of entire lot)
  - \*sites that exceeds 50% impervious will be required to retain the difference in storm water run-off volume for the entire lot based on a 2 year-24-hour storm event. Additional pools or other structures added within 3years of the C/O will be included in the percentage calculation.
- Retention areas (if required, provide calculations & details prepared be a Professional Engineer or Registered Landscape Architect)
- Limits of Disturbance with total area disturbed
- Silt Fence
- Tree removal (depict on plan and provide a list of trees (with their numbers) that will be removed\*.
- Pools & Spas (including pumps, filters and like equipment)
- Surface materials (drives, walks, patios, pools, etc....)

## 2. Planting and Irrigation Plan (P&L) Check List:

- Scale: 1"= 20' (minimum)
- North arrow
- Dwelling location (dimensioned perpendicular to boundary lines)
- Boundary lines with bearings and distances
- Driveway location(s) (maximum of 2 driveway connections per lot, max slope of 15%)
- Roof line and overhang (use dashed line to depict on plan)
- Patios/Decks/Steps
- Utility lines (power, water, sewer, gas, telephone, cable)
- Liquid Propane (LP) tank and gas line locations
- Mechanical equipment locations (HVAC, generators, etc)
- Dock locations
- Accessory structures (including geothermal loop systems and solar panels)
- Grading plan (1' contour interval with solid lines for proposed grades & dashed lines for existing grades, 3:1 max slope)
- Proposed plant List (symbols, common names, botanical names (segregated by type with total quantities))
- Proposed plant locations (use separate symbols for each type specified in plant list)
- Irrigation layout
- Irrigation water source (provide backflow prevention device for public water connection)
- Irrigation time clock location
- Exterior lighting details
- Rain sensors
- Well location (if applicable)
- Docks

## 3. Site Plan and P&L Plan Important Notifications:

i. **Tree Removal:** The removal of any tree not identified on the site plan or authorized in writing by the ARB following the pre-construction site inspection will be considered as a violation of the ARB Guidelines. When such tree is removed, the Owner will be fined Seventy-Five Dollars (\$75.00) per caliper inch. Payment shall be made to the National Property Owners Association, Inc. (the master governing association of the ARB)." The same fine applies for tree removal on the property of an existing dwelling without written approval of the ARB.

ii. **Matching Plans:** The Planting and Irrigation (P&I) Plan must match the approved site plan and include the following data. All P&I Plans accepted by the ARB will be given the decision of APPROVED (subject to limiting conditions). Modifications to the design may be required after the installation of the plantings is completed and the final inspection conducted. Compliance Deposits will not be refunded until all modifications required have been completed.

## **XI. Construction Site Requirements (General)**

A. Introduction: All job sites will be kept in a clean and orderly condition. Care shall be exercised on the storage of materials and control of debris. No materials will be stored or placed in right-of-way areas. A dumpster or other such container, the capacity of the container being consistent with size of the project, shall be retained on site for the removal of debris as necessary for the duration of the construction period. A covered trash container shall be retained on site for the disposal of food containers, beverage bottles, and other such objects used for eating purposes. A portable toilet will be retained on site and shielded from view from the street, the adjacent properties, and golf course views.

B. Erosion Control: Installation of Erosion Control barriers/silt fences is required when commencing construction. The barrier must be maintained in good condition and repair for the duration of the construction period. Cleaning of the area in the vicinity of the construction as a result of a poorly maintained barrier shall be the responsibility of the contractor/owner. Failure to respond to such incidents in a timely manner will result in a stop work order until the clean up is completed.

C. Contractor Signs: Installation of a National Golf Club Contractor Sign is required and must be in place within two weeks of commencing work on the property. No other signage is permitted at any job site unless required by law or approved by the ARB.

D. Work Hours: Exterior construction hours: 8 am to 6 pm Monday through Friday and 8:00am to 12:00pm Saturday, unless otherwise approved by the ARB. Interior construction will be permitted at other times provided that such construction is not a disturbance to neighbors or play on the golf course. No work, either interior or exterior is permitted on Holidays. The designated Holidays are (New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas).

E. Emergency Phone Numbers: All participating builders are required to keep a 24-hour emergency phone number on record with the National Security Office and the ARB.

F. Beverages and Drugs: No alcoholic beverages or illegal drugs are permitted on job sites.

G. Work Site: No playing of music, radios or sound systems is permitted on any job site. Workers must be appropriately dressed including shirts and pants/shorts in good condition.

H. Violations: Any agents, subcontractors and employees of Participating Builders who violate construction site requirements or any other ARB criteria may be removed and prohibited from entering National Golf Club by the Developer and the ARB.

I. Vehicle Parking: Construction vehicles cannot be parked on National Drive or parked on golf course side of a golf course lot. Temporary on site offices require ARB approval.

## **XII CONSTRUCTION SITE REQUIREMENTS (Village Lots)**

A. Clearing of the Lot: After the plans have been reviewed and approved by the ARB, the corners of the house must be staked and an inspection conducted by the ARB before the clearing process begins. Of special concern will be the proximity of large pine trees to adjacent occupied properties. Where so designated, trees that are to be removed must first be de-limbed and removed with care so as not to disturb the adjoining property foundations, utilities and landscaping. Any damage to the adjoining property as a result of the lot clearing will be the responsibility of the property owner. This includes the costs and immediate repair of the damage.

B. Erosion Control: Installation of Erosion Control barriers/silt fences is required around the entire property with the exception of the construction driveway as soon as the lot has been cleared and before commencing construction. The barrier must be in accordance with the Town of Southern Pines Building Code (metal poles/wire fencing fronted with plastic barrier material) and maintained in good condition and repair for the duration of the construction period. Cleaning of any damaged or silted areas in the vicinity of the construction as a result of a poorly maintained barrier shall be the responsibility of the contractor/owner. Failure to respond to such incidents in a timely manner will result in a stop work order until the clean up is completed.

C. Material Delivery: Because of the width limitations of the streets in the Village Lot areas, the limitations posed by the sizes of the Village Lots, and the size of the delivery vehicles, all delivery vehicles must unload the material on a side parallel with the front of the lots. After discharging material, the delivery vehicle must proceed to the nearest intersection or cull du sac before turning around and exiting the Village Lot area. Turning around in private driveways is absolutely forbidden.

D. Material Staging: No materials will be stored or placed in right-of-way areas, or on adjoining lots without the approval of those lot owners. Where possible, National Golf Club Property Owners Association may designate special areas or non residential lots for the temporary staging of construction material. Contractors are requested to schedule material deliveries consistent with the construction schedule so as not to have an excessive amount of material on the site at any given time.

E. Masonry material: The process of cleaning the concrete delivery vehicles as normally done on estate lots is absolutely forbidden on Village Lots. All masonry material must be used as soon as practical and surplus material removed immediately when that phase of the construction is completed. Dumping of unused mortar material on the property may require the construction of a temporary retaining pond. If such a pond is used, it must be cleaned and cleared of all material prior to back-filling of that area. Dumping of unused mortar material on adjacent vacant properties is absolutely forbidden.

F. Other Materials: Other materials such as framing lumber, roof trusses and plywood roof sheeting must adhere to the previously discussed staging requirements. In particular, roof trusses, roof sheeting, and roofing material should be installed within one week (five working days) of delivery. Delays beyond that period will require adequate written justification by the contractor and approval of the ARB. Excess material will be removed immediately upon completion of that phase of construction.

G. Use of Scaffolds and Jacks: Care must be taken to avoid damage to the adjoining property when installing scaffolds or jacks. Any damage done to the adjoining property must be corrected immediately upon the removal of these items.

H. Construction Site Maintenance: Site maintenance will be closely monitored by both the ARB and National Golf Club Security personal. A refuse container of not less than ten (10) cubic yards will be retained in the right of way area in the front of the construction property or on an adjacent property with permission from the property owner for the duration of the construction. Construction sites will be cleared of all scrap material at the completion of the work day and the refuse container emptied at the completion of the work week.

I. Portable Toilet: A portable toilet will be installed and screened so as not to be visible from the adjacent properties, the street, or the golf course.

J. Construction Personnel Parking: Parking areas for contractors and subcontractors will be either on the site under construction or on property designated and owned by the Property Owners Association. Parking may be permitted on non-occupied properties adjoining the construction with permission of the property owner. Damage done to adjoining properties or in the National Golf Club Right of Way areas as a result of parking will be the responsibility of the owner / general contractor of the house under construction. Repairs or restoration of those areas must be completed in advance of the final review of the construction by the ARB. Failure to do so will result in the repairs and restorations by the NPOA and the cost of the same will be deducted from the Compliance Deposit. If the costs exceed the balance of the Compliance Deposit, the owner shall none the less be responsible to the NPOA for the excess costs.

K. Other Applicable Guideline Requirements: All other requirements for the construction of houses on National Golf Club properties, such as building envelopes, set back requirements, heated floor space, etc. are contained in other sections of the Guidelines. It remains the obligation and responsibility of the property owner to carefully review the ARB Guidelines in its entirety so as to be in compliance with the restrictions imposed on the construction of houses at National Golf Club.

### **XIII. CONTRACTORS RULES AND REGULATIONS**

Welcome to Pinehurst National # 9

The National Community is quiet, orderly and peaceful. Adherence to the rules and regulations will help keep it that way while construction goes forward. The rules and regulations are applicable to construction on Village lots, Estate lots, and on any other construction site in the Community.

The General Contractor is responsible for its subcontractors. The General Contractor is responsible for copying and distributing either Article XI or Article XII, as applicable, and this Article (XIII), to each subcontractor at the site, and for reviewing the Articles with the subcontractor to assure compliance.

In recognition that a General Contractor will frequently have a number of subcontractors, and that it is sometimes difficult, if not impossible, to distinguish which entity is responsible for the violation, (for example, improperly leaving equipment at the site), the previous division of responsibility for violation of the rules or regulations between the General Contractor and its subcontractors is hereby abolished, and the General Contractor will be held responsible for any violations of its own or for any of its subcontractors.

Violations will be dealt with in the following manner:

**First violation:** The General Contractor shall be notified in writing stating the violation and warned that repetition of any further violations will result in a fine.

**Second violation:** Shall result in a \$200 fine, payable to the NPOA.

**Third violation:** Shall result in a \$200 fine, payable to the NPOA.

**Fourth violation:** Shall result in a \$200 fine, payable to the NPOA.

**Fifth violation:** Shall result in a \$300 fine, payable to the NPOA.

**Sixth violation:** Shall result in a \$300 fine, payable to the NPOA.

**Seventh violation:** Shall result in a \$300 fine, payable to the NPOA.

**Eighth violation:** Shall result in a \$500 fine, payable to the NPOA.

Any General Contractor who has more than eight (8) accumulated violations shall be removed from the approved contractors list and shall not be allowed to apply for approved status until after a two-year suspension from the conclusion of the construction. Any General Contractor who continues to accrue additional violations (more than 8) for the same or different violations shall be subject to such penalties and fines, including a stop work order, after notice and a hearing, as described herein, as the ARB Committee or ARB Board shall, in its sole discretion,

determine. In addition, without mitigating the General Contractor's responsibility for violations, it shall identify the subcontractor who was or may be involved in the violation for such action with regard to that subcontractor as the ARB shall determine.

Any General Contractor who receives a warning (First Violation above) or who receives a Notice of Violation finally resulting in a fine or being suspended from the approved general contractors list, has the following options:

- 1) Write the words "no contest" on the Notice of Violation and submit it with payment of the fine to the NPOA security office. Payment must be made by check or money order, payable to the NPOA, Inc.
- 2) Write the words "I contest this notice / penalty" on the notice and submit it to the NPOA security office. The ARB will then issue a "Notice of Hearing" before an ARB committee or before the ARB board, at which the General Contractor must appear. The hearing will be held no earlier than 7 days prior to delivery of the Notice of Hearing. A reasonable adjournment of the hearing date for a sufficient reason will be granted, in the sole discretion of the ARB Committee or the ARB Board. If the General Contractor fails to appear at the hearing, it will be considered a "no contest" plea and payment must be made by check or money order, payable to the NPOA, Inc.

Note. Rules and regulations 1–15 follow.

1. Contractors pass must be displayed in vehicles.
2. No firearms, radios, alcohol, pets or children on construction site (firearms and alcohol shall result in automatic suspension and termination).
3. Shirts must always be worn.
4. No speeding on property – 25 mph, maximum (check with Security for fines for speeding violation).
5. Keep construction site clean.
6. No construction vehicles or trailers can be left on job site overnight without prior written approval. Contractors can request approval to leave work trailers for a specific length of time to accomplish certain construction work. Request must be in writing addressed to the ARB Chairman or Executive Director. Each request is based on its own merit and in no case can the trailer be left after that portion of work is complete. Late removal will be considered a violation and treated as a violation. Email is an accepted means of written communications.
7. Rented dumpsters are not considered trailers and as long as they are kept dumped regularly and neat, they may remain. If a dump truck or trash trailer, other than a dumpster, is approved for clean up in lieu of a rented dumpster, it shall be removed every Saturday by noon. No such vehicle shall be left on the construction site on the weekends.
8. Report any problems to security – 910-295-4381
9. Enter and exit the front gate on Midland Road. Workers and delivery drivers must identify builder's name and building site in order to be permitted to enter the property.

10. The owner through the contractor shall submit digital color photos electronically of the adjoining properties, curbs and center islands in cul-du-sacs. Such adjoining properties, curbs and center islands in cul-du-sacs must be repaired and returned to the original condition that existed before construction began. Failure to do so will result in the retention of the general contractor's Compliance Deposit until such repairs are completed to the satisfaction of the ARB. Refusal by the general contractor or the owner's refusal to authorize the contractor to make such repair and damages which necessitates the NPOA to restore the properties to the original conditions shall be a cost to the general contractor and shall be deducted from the general contractor's Compliance Deposit. If the costs exceed the balance of the Compliance Deposit, the owner shall none the less be responsible to the NPOA for the costs.
11. Failure of the contractor to adhere to these requirements will result in the retraction of the approval by the ARB to build in the National Community.
12. Adhere to all work site hours announced by the NPOA.
13. Debris on the road from construction traffic or heavy rain wash shall be removed daily by the Contractor.
14. Port-A-Lets, dumpsters, and Contractor signs shall be removed within 3 days of receiving Certificate of Occupancy.
15. Each contractor and property owner will be required to sign this form stating that they agree to abide by the ARB Guidelines, including all modifications, thereof.

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Contractor

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Property Owner



#### **XIV. BUILDER REQUIREMENTS**

1. Builder must be licensed in the State of North Carolina for no less than (5) years or (3) years with (3) letters of recommendation from clients in a gated community similar to National Golf Club. License type shall be in strict conformance with the North Carolina Licensing Board for General Contractors. Any deviation will result in a “Stop Work Order” and the ARB will contact the mentioned authority.
2. Five (5) written letters of reference from former clients, accompanied by photographs of the five homes.
3. Résumé.
4. No outstanding, unresolved, significant NPOA/ARB issues.
5. Builder Sign.\*
6. Permission to construct or build in National is a privilege, not a right. The Architectural Review Board, in its sole discretion, may withdraw that privilege in its entirety or for a specified period of time, for the contractor’s or builder’s lack of adherence to these Guidelines and/or the directives of the Board’s designated agents or representatives interpreting and enforcing the Guidelines. For example, see the stated consequences of accumulating more than 8 violations (page 30) and the consequences of violating rules and regulations 1-15, found in rule 11, at page 32.

Every contractor constructing improvements to existing properties, as specified in Exhibit D, is subject to the provisions set forth in Articles IV through X, as applicable, as well as the requirements, rules and regulations found in Articles XI through XIV. Every such contractor prior to performing any work shall file the required electronic documents with the Executive Director and the required written documents with the Security Office no less than 13 days prior to the meeting at which they will first be considered. Commencement of activity prior to approval will result in a stop work order.

These documents should be submitted to:



National Property Owners Association, Inc.  
2350 Midland Road, Pinehurst, NC 28374  
Attn: *Architectural Review Board Chairman*

The Architectural Review Board will review the application in its scheduled meeting and inform the builder of status in the Approved Builders Program.

\*NOTE: There is a required builder sign which needs to be displayed on the lot. It may be ordered through any sign company as long as it complies with our specifications. A rendering of this sign is attached. No phone numbers are permitted on signs.

Paint Color: Benjamin Moore Chrome Green  
Foil Letters: Metallic Gold Foil



# EXHIBIT A



National Property Owners, Inc.  
2350 Midland Road  
Pinehurst, NC 28374  
910-235-4217  
910-235-4217 fax

## Application for Residential Construction

24 Hour Emergency Contact
Contact Person: _____
Phone Number: _____

Lot Number \_\_\_\_\_ Street: \_\_\_\_\_

### Property Owner:

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### Architect:

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### Contractor:

Contractor's NC License \_\_\_\_\_

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_  
Business Phone \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

### For ARB Use Only

	Final Approval Date:	
	Signatures:	

Has a structure been previously constructed from these plans in this area?

No \_\_\_\_\_ Yes \_\_\_\_\_ Location \_\_\_\_\_

Is this construction for speculative purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the finished floor elevation? \_\_\_\_\_ feet above MSL \_\_\_\_\_

What is the HEATED AREA of this structure? \_\_\_\_\_ square feet

GARAGE AREA of this structure? \_\_\_\_\_ square feet

DECK AREA of this structure? \_\_\_\_\_ square feet

1ST FLOOR \_\_\_\_\_ square feet 2ST FLOOR \_\_\_\_\_ square feet

TOTAL SQUARE FEET \_\_\_\_\_ square feet

Exterior Materials: Specify colors and materials to be used. Please submit samples of colors on the materials that will be used.

BRICK: Type & Manufacturer \_\_\_\_\_ Color \_\_\_\_\_

SIDING: Material \_\_\_\_\_ Color \_\_\_\_\_

STUCCO: Material \_\_\_\_\_ Color \_\_\_\_\_

ROOFING: Material \_\_\_\_\_ Color \_\_\_\_\_

FASCIA & TRIM: Material \_\_\_\_\_ Color \_\_\_\_\_

SHUTTERS: Material \_\_\_\_\_ Color \_\_\_\_\_

DOORS: Material \_\_\_\_\_ Color \_\_\_\_\_

WINDOWS: Material \_\_\_\_\_ Color \_\_\_\_\_

DRIVEWAY: Material \_\_\_\_\_ Color \_\_\_\_\_

Other Material \_\_\_\_\_ Color \_\_\_\_\_

See Schedule D for Application Fee schedules. Please make checks payable to: **NPOA**

# EXHIBIT B

## CERTIFICATE OF COMPLIANCE AGREEMENT FORM

Lot# \_\_\_\_\_ Address \_\_\_\_\_

As the property owner and builder of the above described construction project, we acknowledge and agree that the improvements will be constructed in accordance with plans and specifications which have been approved by the Architectural Review Board.

We further acknowledge and understand that:

1. We have read and understand the Covenants and Restrictions applicable to the property, all ARB guidelines and will follow and obey said Covenants, Restrictions, and Guidelines.
2. We are responsible for completing this project as described by the drawings and specifications approved by the ARB.
3. We will maintain a clean construction drive site at all times and install a National Golf Club Builder sign, construction drive and job toilet in conformance with the ARB Guidelines.
4. We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.
5. The builder and or property owner is responsible for applying for all utilities (including but not limited to, electricity, water and natural gas) immediately upon receiving approval for construction. National Golf Club (National Property Owners Association, Inc.) will not be held responsible for construction delays due to the builder/owner's failure to apply for utilities in a timely manner. Furthermore, National Golf Club will not be held liable for the failure of any utility to provide their services to the builder/owner in a timely manner.

\_\_\_\_\_  
Property Owner's Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Application Fee – (see Exhibit D)  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_  
Check # \_\_\_\_\_

Compliance Deposit - \$5,000.00  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_  
Check # \_\_\_\_\_

Checks payable to: NPOA

Checks payable to: NPOA Escrow

**EXHIBIT C**

**CERTIFICATE OF COMPLIANCE**

(To be submitted after construction is completed. This will let ARB know to inspect for compliance.)

NATIONAL PROPERTY OWNERS ASSOCIATION, INC.  
PINEHURST, NORTH CAROLINA

THE UNDERSIGNED CERTIFY TO THE NATIONAL GOLF CLUB BUILDING ARCHITECTURAL REVIEW BOARD (THE "ARB") THAT THE BUILDING STRUCTURE AND OTHER IMPROVEMENTS (THE "IMPROVEMENTS") SITUATED AT

\_\_\_\_\_  
(LOT # AND STREET)

IN THE NATIONAL GOLF CLUB DEVELOPMENT HAS BEEN CONSTRUCTED OR ALTERED (CIRCLE ONE) IN ACCORDANCE WITH THE RECORDED COVENANTS RUNNING WITH CERTAIN LANDS IN NATIONAL GOLF CLUB AFFECTING SUCH LOT, AS AMENDED TO DATE, COPIES OF WHICH COVENANTS THE OWNER HEREBY ACKNOWLEDGES RECEIVING.

THE UNDERSIGNED FURTHER CERTIFY THAT THE IMPROVEMENTS HAVE BEEN CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND SPECIFICATIONS HERETOFORE FILED WITH AND APPROVED BY THE ARB ON \_\_\_\_\_, 20\_\_; THAT THE CONTRACTOR AND/OR ARCHITECT EXECUTING THIS CERTIFICATE HAS CONDUCTED A FINAL INSPECTION OF THE IMPROVEMENTS; AND THAT THE IMPROVEMENTS MEET THE GUIDELINES, CRITERIA, AND REQUIREMENTS SET FORTH BY THE ARB IN ITS APPROVAL OF THE PLANS AND SPECIFICATIONS.

WITNESS THE HAND AND SEAL OF EACH OF THE UNDERSIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

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

CONTRACTOR: \_\_\_\_\_ ARCHITECT/DESIGNER: \_\_\_\_\_

TYPE OF IMPROVEMENTS: \_\_\_\_\_

\_\_\_\_\_  
FILED WITH AND ACCEPTED BY THE NATIONAL GOLF CLUB ARCHITECTURAL REVIEW BOARD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

## **EXHIBIT D**

### **CONSTRUCTION APPLICATION FEE**

1. The New Construction Application Fee is \$4,000.
2. The Application Fee schedule for improvements to existing properties is as follows:
  - Additions of Spas, Pools, Patios, Decks and other outdoor living areas. \$ 500
  - Yard remodeling exceeding \$1000.00
    - \$1001 to \$2000 \$ 100
    - \$2001 to \$5000 \$ 300
    - \$5001 + \$ 500
  - Additions and exterior home remodeling \$1,500
  - General maintenance including reroofing, and exterior painting. -0-  
An application and compliance deposit, however, is required.

The Application Fee is payable at the time of Application submission.

# NPOA

National Property Owners Association, Inc.  
2350 Midland Road  
Pinehurst, NC 28374  
910-235-4217  
www.theNPOA.org

## Example Material Samples Display Building Guidelines for

*The National Golf Club*

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**HARDIE SHINGLES™**

Extreme Durability:  
Extraordinary Looks.™

Hardie Shingles™ are shingles with an advanced low-maintenance, durable adhesive to fasten your shingles.

Combining the best blend of advanced resins with the superior durability of their cellulose-fiber reinforcement, Hardie Shingles™ resist moisture, mold, rot, and insect damage. Hardie Shingles™ are an ideal choice.

Hardie Shingles™ are made from recycled, natural cellulose fibers and are a leading choice for eco-conscious homeowners. Hardie Shingles™ are made from recycled cellulose fibers and are a leading choice for eco-conscious homeowners.

The advanced Hardie Shingles™ are made from recycled cellulose fibers and are a leading choice for eco-conscious homeowners. Hardie Shingles™ are made from recycled cellulose fibers and are a leading choice for eco-conscious homeowners.



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With Tropic Cap @ Base



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### EXTERIOR MATERIALS AND FINISHES, LOT 106, BONYVILLE SPEC

- 1—BRICK: GENERAL SHALE BRICK "PROVIDENCE" 410 OVERSIZED WITH A BAKE JOINT.
- 2—ROOFING: ASPHALT SHINGLE 30-Year GAF TIMBERLINE "PEWTER GRAY", METAL ROOF PORCHES: KYNAR 300 "STONE GRAY".
- 3—FASCIA, TRIM, & LAP SIDING: HARDPLANK FASCIA AND TRIM WITH CONTINUOUS VENTED SOFFIT & HARDPLANK SMOOTH LAP SIDING COMBINED WITH HARDSHINGLESSIDE SHAKES. COLOR: MATCH JELD-WEN "BRILLIANT WHITE" FOR FASCIA & TRIM. SW 2000 "FAIR WHITE" FOR LAP SIDING AND SHAKES.
- 4—DOORS: FRONT DOOR: 36 THERMA-TRU CLASSIC-CRAFT "ARCADIA BRASS" CU79 DOOR W/ CC2786L SIDELIGHTS & COBBET TRANOM—ARCADIA GLASS. DOOR STAINED MINWAX CHERRY SURROUNDING TRIM PAINTED JELD-WEN "BRILLIANT WHITE". ALL OTHER EXTERIOR WINDOWED SWING DOORS ARE JELD-WEN NORCO ALUMINUM CLAD WOOD W/ SIMULATED DIVIDED LITE GLASS—COLOR: JELD-WEN "BRILLIANT WHITE".
- 5—WINDOWS: JELD-WEN NORCO CLAD DOUBLE-HUNG WINDOWS. COLOR: JELD-WEN "BRILLIANT WHITE".
- 6—GARAGE DOORS: WAYNE DALTON FOAMCORE II STEEL DOORS W/ STOCK TON I LITE KIT—COLOR: JELD-WEN "BRILLIANT WHITE".
- 7—PATIO MATERIAL: BRICK FACED FOUNDATION W/ CONCRETE DECK SURFACE. BRICK: GENERAL SHALE BRICK "PROVIDENCE" OVERSIZED.
- 8—FRONT PORCH COLUMNS: TURN-CRAFT POLY-CLASSIC COLUMNS ARCHITECTURAL STOCK PAINTED JELD-WEN "BRILLIANT WHITE".
- 9—SHUTTERS: VINYL 2-PANEL WINDOW SHUTTERS, COLOR: BLACK.
- 10—DRIVEWAY: NATURAL CONCRETE.
- 11—POST LAMP: RICHLER "L'HERBIE"—BELLE ISLE COLLECTION. ALL OTHER EXTERIOR LAMPS FROM THIS COLLECTION. COLOR: POLISHED SOLID BRASS.

Series 9000 doors have unparalleled inner beauty.

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- drive™ door openers**
- Attraction™ low-profile hinges**
- Temper-resistant bottom brackets**
- Bull-shaped bottom seal**



## EXAMPLE A