

Architectural Review Board (ARB) Guidelines

National Property Owners Association, Inc.

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I. ARCHITECTURAL REVIEW BOARD (ARB)

The Architectural Review Board (ARB) is a standing committee of the National Property Owners Association, Inc., Board of Directors (BOD). The responsibility of the Board of Directors of the ARB has been and remains limited to the execution of the ARB Guidelines which govern all aspects of both new construction and exterior renovations, exterior lighting, landscaping and drainage associated with existing properties. The ARB, in executing its authority granted by the DC&R, remains under the direction of the BOD. While most provisions of the ARB Guidelines are extracted from the DC&R's, it remains the authority of the ARB, with approval of the BOD, to revise and modify the ARB Guidelines as necessary, to maintain and enhance the quality and architectural diversity of the homes constructed at Pinehurst National Community.

A. Roles and Responsibilities.

1. On behalf of the NPOA Board of Directors (BOD), the ARB will:
 - i. Establish architectural criteria and exterior design themes for the community.
 - ii. Establish design review criteria for the protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
 - iii. Review all Design Review Applications for compliance with the ARB Guidelines and within the guidance of the NPOA DC&R.
 - iv. Ensure compatible architectural designs and harmonious relationships with neighboring building sites.
 - v. Require high standards of design and quality construction.
 - vi. Establish fees for the review of Applications and the completion of construction as may be required.
 - vii. Ensure that all properties are properly maintained during construction.
 - viii. Monitor violations of design review criteria and notify the NPOA Operations Manager for appropriate action.
 - ix. Amend design review criteria as may be required from time to time.
 - x. 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. Maintain copies of Applications, design documents and related records for a period of two (2) years following the refund of the Compliance Deposit.
 - xii. Inform the NPOA BOD regarding activities of the ARB and changes in criteria such as they may occur.

- B. **Members.** The ARB shall include a minimum of five (5) voting members and up to three (3) advisory members. The term of each voting member is established as (3) years. The advisory members shall be 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 Property Owner (NPOA) members. Consulting members (non-voting) shall consist of the NPOA Operations Manager and professional consultants with experience in architecture, construction landscaping and real estate legal matters.
- C. **Voting.** 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 and advisors shall not have voting privileges. In all cases, however, the NPOA BOD shall have review powers of denied applications.
- D. **Meetings.** The ARB will generally meet twice a month as arranged to review applications and discuss other responsible business. Applications should be received five (5) working days before scheduled meetings. Rescheduling or Special meetings will be arranged as deemed necessary by the Chair/Co-Chairs.

II. PHILOSOPHY

- A. With the objective of assuring an aesthetically pleasing community of high quality and harmonious improvements, the Architectural Review Board (ARB) will guide residential development to maximize compatibility of construction and landscaping with the natural beauty and topography of the land known as the National Property Owners Association, Inc.
 - 1. **General Features.** The ARB seeks to ensure 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.
 - 2. **Landscaping.** Landscaping should address the natural Sandhills long-leaf pine landscape. The ARB will discourage any landscaping approaches that typify many suburban localities where substantial lawns and highly manipulated plantings are prominent.
 - 3. **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 designated 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 rainwater into the ground water aquifer.

III. POLICY

The policy of the ARB is that all exterior renovations and new construction, facade and landscape lighting and landscaping work shall be submitted to the ARB for design approval prior to proceeding. 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 the National Property Owners Association, Inc. (NPOA).

IV. ARB GUIDELINES

Property owners who wish to undertake new construction projects or alterations, modifications, or changes to existing properties, including landscaping, façade and landscape lighting are required to complete and submit an ARB Application for Work and obtain ARB design approval before proceeding. Each “ARB Application for Work” is evaluated on its own merit with reasonable flexibility for design function and creativity. All inquiries regarding any provision to ARB guidelines should be directed to the Architectural Review Board Chairman, via email at the email address referenced on the NPOA website: ([ARB Board Members - National Property Owners Association](#)).

- A. Property Owner Responsibilities. It is the obligation and responsibility of the Property Owner to carefully review the ARB Guidelines in their entirety to be compliant with the restrictions imposed on the construction of houses with the National Property Owners Association (NPOA).
- B. Applicant Responsibilities. The ARB assumes no liability for the Applicant's responsibilities, which include but are not limited to the following:
 - 1. Compliance with NPOA DC&R's and the ARB Guidelines criteria.
 - 2. Performance or quality of work of any contractor or subcontractor.
 - 3. Compliance with all laws, codes, and ordinances of any governmental agency or body.
 - 4. Determination of environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions.

5. 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.
 6. Accuracy of all stakeouts and surveys.
- C. Design Review Approvals. All new construction and changes, modifications, alterations and improvements of existing homes, including major planting, irrigation modifications, drainage, façade and landscape lighting must receive final ARB approval prior to commencing work.
- D. Design Review Decisions. Upon receipt of a properly completed Application and the application fee (see Exhibit E) 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
1. 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.
 2. If Applications are 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.
 3. 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.
- E. Appeals.
1. 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.

2. 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 BOD.
3. The NPOA BOD 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.

F. Variances.

1. All requests for variances from the requirements in this manual shall be made in writing.
2. 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 DC&R.

G. Written Approvals/Oral Statements.

1. 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.
2. 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.

H. Approval Expiration.

1. 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.
2. Fee Schedule. The fee schedule associated with Applications for new construction is documented in the Property Improvements Application and Compliance Fee Schedule (Exhibit E).
 - i. 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.

I. Construction Design Changes.

1. 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.
2. Applicants requesting design change approvals should consult with the ARB to determine Design Documents required, if any, for approval.

J. Construction Inspections.

1. 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 and the NPOA Operations Manager. Any ARB member or the NPOA Operations Manager has the right to stop unapproved or dangerous activities.
2. 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 ensure compliance.

K. Construction Completion.

1. 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.
2. 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.

L. Certificate of Compliance and Deposit.

1. The pre-construction Certificate of Compliance Agreement Form (Exhibit C) will be accompanied with a check for the fee due at the Final Review and paid by the property owner or builder to the NPOA and retained in an escrow account.
2. 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 ARB.

3. When construction or alterations have been completed in accordance with plans and specifications, the post-construction job site must have all construction materials, debris bins, port-a-john and signs removed from the property. The Certificate of Compliance (Exhibit D) must be completed, signed, and returned to the ARB. After final inspection and upon receipt of the Certificate of Occupancy (COO) from the Town of Southern Pines, the Compliance Deposit will be returned.

V. KEY DESIGN GUIDELINES AND SPECIFICATIONS

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

A. Design Elements.

1. Use of professionals qualified in the fields of planning, architecture, landscape architecture, lighting, engineering and surveying.
2. Compliance with all deed restrictions as found in the NPOA DC&R.
3. Preservation of the natural character of the site and decorative flora where possible.
4. 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.
5. Emphasis on the aesthetics of exterior lighting, architectural and landscape design.
6. Minimum square footage as set forth in the DC&R and restated herein
7. Requirement for each house to be wired for cable TV. Satellite dishes may be authorized in lieu of cable but must be approved by the ARB before dish placement.
8. Minimum of a two-car garage with automatic door openers
9. Conformance with the standard mailbox design and provided and installed by the NPOA.
10. Sign control in conformance with the criteria set forth by the ARB.

11. Consistent application of brick/window/trim detail on rear elevation on golf course lots or rear elevations visible from paved roads.
12. 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). Additional storm water measures may be required on any site which may include local retention related to downspouts or other types of retention to control run-off onto adjacent properties.

B. Design Duplication and Location.

1. Applicants shall select building sites and home plans so as not to construct repetitious designs within close proximity to the golf course and street. Similar designs or design duplications ARE NOT PERMITTED.
2. The approval of plans for a specific site does not automatically imply approval on another building site by the ARB.

C. Dwelling Size and Minimum Standards. All residences shall conform to the following standards.

1. Dwelling Size. 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.

2. Building Height.

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. Chimney heights may exceed this limitation with approval of the ARB.

3. Estate Lot 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.
- 4. Village Home Setbacks.
 - 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 side - 7 ft.
- 5. Driveways.
 - i. 5 ft. setback from property line
 - ii. 16 ft. minimum width at entrance to garage
 - iii. 15% maximum grade
- 6. Enclosed Garage.
 - i. 2-car minimum.
 - ii. No rear entry garages shall be visible on golf course lots.
- 7. Electrical Garage Door Openers. Required

D. Exterior Elevations.

- 1. 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.
- 2. 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.
- 3. Depending on the architectural style, preferred exterior features and materials include horizontal or vertical composite siding, stone, brick, stucco, high-pitch roofs, brick chimneys, and other ARB approved materials.

4. 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.
5. 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.

E. Exterior Materials.

1. 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.
2. 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.
3. Depending on specific applications, the following materials have been approved by the ARB.
 - i. WOOD (cypress/cedar/redwood). Tongue and groove exterior ceilings, heavy timber framing, exterior railings and columns.
 - 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. 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. Roof structures are recommended to be a minimum 8/12 roof pitch covered with cedar shakes, cedar shingles, natural slate, tile, copper seamed roofing, standing seam metal roof, and fiberglass or asphalt shingles. Porch roofs, and shed dormer roofs may be less, but not less than 3.12.

4. Non-Approved Materials. The following exterior materials are not approved for construction.
 - i. Metal siding; decorative concrete block (except for landscaping purposes); 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.
5. 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, exterior light fixtures, chimney and roof structures.
 - i. A materials sample story board with manufacturer's name and number, with color/material "chip" and location of sample on the house shall be submitted for approval (See Example A). Hard sample materials will not be necessary). The phone number of the owner/contractor and lot number will be attached to the color board. This will be retained if deemed appropriate for the record file. Color or materials can be revised upon approval prior to completion; contractor shall update (notify the ARB) that reference file.

F. Roof Pitch, Roofing Materials and Solar Roof Panels.

1. Pitch and Materials. Main roofs with pitches less than 8/12 are not recommended. 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.
2. 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.
3. Solar roof panels are not permitted unless designed to be mounted flush with the roof plane. Solar panels need to be approved by the ARB prior to installation, and are explicitly not permitted on street façades. Solar

shingles/solar tiles, however, are permitted on street façades with ARB approval prior to installation, provided that they generally match the roof surfacing materials.

G. Grading and Drainage.

1. Grading Plans. No bulldozing or clearing of trees shall commence until grading plans and specifications showing the nature, kind, shape and location of work having been submitted and approved and the site inspection completed.
2. 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.
3. Finish Floor Elevations. All buildings will be completed at a finished floor elevation compatible with its surroundings.
4. 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.
5. Storm Water Retention. Site plans for lots requiring storm water retention, as determined by the ARB, shall include calculations, drainage area maps, and details prepared by a Professional Engineer or Licensed Landscape Architect.
6. 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.
7. ARB notification and approval is required for lot maintenance or clean-up of undeveloped lots.

H. Mailboxes.

1. ARB approved mailboxes will be installed by the maintenance department of the National Property Owners Association (NPOA). The cost of the mailbox is included in the Application Fee. No mailboxes or other similar receptacles 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.

I. Outdoor Living Areas, Swimming Pools, Screen Enclosures and Playsets.

1. 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 or composite decks and stone or brick terraces is recommended.
2. 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.
3. No swimming pools, pool decks, fence, cabanas, screen enclosures, or patio/decks shall be located outside the building envelope unless approved by the ARB. Requests for any such structure to extend beyond the building envelope must be requested for a variance and approved by the ARB prior to commencing construction.
 - i. Exception for those properties abutting the dedicated easement and fence around the perimeter of the National Community. These properties will be permitted to utilize an additional 10' beyond the building envelope at the rear of the property for hardscape purposes only. If a 15% variance is utilized, the calculation will be based on the required setback, and the 10' will be added to that. Hardscape shall be defined as concrete slabs, patios, pavers, walkways and landscape walls at a maximum of 3' in height.
4. Swimming Pools must be fenced in accordance with the Town of Southern Pines "Code of Ordinances" regulations and approved by the ARB. Swimming pools shall not be permitted on the street side of the residence unless approved by ARB.
5. 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.
6. Screen enclosures must not be visible from the street in front of the residence unless approved by the ARB.
7. Playsets must be approved by the ARB. Playsets must not exceed the size and components authorized by the ARB. The playset color must blend in with the surroundings – usually – brown or green in color.

8. 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.

J. Exterior Lighting.

1. Look and Feel. Residential exterior, landscape, and pathway lighting shall be designed to produce a subdued, tranquil effect (LED 3000K or less) and should be consistent with the character of the home.
2. Nuisances. No property owner shall install residential exterior, landscape, or pathway lighting that shall be considered a nuisance. In specific, no exterior home, pathway or landscape lighting that is excessively bright or harsh is permitted. No exterior home, pathway, or landscape lighting shall trespass (shine) onto adjacent residences. No exterior home or landscape lighting shall negatively impact the habitat of the Red-cockaded Woodpecker or other nesting wildlife.
3. Hours. Residential exterior lighting is permitted from dusk to dawn. The exception to the “dusk to dawn” rule is swimming pool lighting which is not permitted after 11:00pm under any circumstances.
4. Fixtures. Residential exterior entry door light fixtures, secondary door light fixtures, and garage door light fixtures will be of professional grade. The style and materials should be consistent with the character of the home. All exterior lighting fixtures shall be downward directed and shielded to prevent direct or indirect illumination of adjacent properties. No light fixture may be directed above a 90-degree angle. Carriage style lights are permitted. Maximum bulb wattage shall be equivalent to 40w incandescent or 9w LED.
 - i. Floodlights must be mounted on the underside of the house eaves and must be directed at the ground and house, whereby the light cone stays within the property boundaries, and the light source does not cause glare to adjacent properties. Floodlights will contain only white light bulbs (no yellow, no red, etc.).
5. Driveway Lighting. All Units must have an approved exterior light in the driveway area.
6. Landscape and Pathway Lighting. Pathway lighting should be compatible with the residence in style and scale and of professional grade. The fixture color should blend with the surrounding area (i.e. black, browns, or greens). Landscape lighting may uplight trees but should be directed away from any adjacent improved or unimproved lots and must not negatively affect nesting wildlife. When possible, the entire fixture should be hidden but in no case may it be more than six (6) inches above the ground.

- i. Light posts with multiple fixtures are not permitted in front of any lot or in the rear of a lot located on the golf course. Existing “front lot” light posts with multiple fixtures are grandfathered in but are limited to 410 lumens per fixture, equivalent to 40w incandescent or 9w LED.
 - ii. White string or rope lighting may be used in the rear yard patio area year-round for decoration and lighting purposes if its placement or illumination does not create a nuisance to surrounding residences. Mounting of the string / rope lighting must be placed on the interior of the patio cover so that the wire / rope placement is not visible from the golf course or adjacent homes. All solar lights must follow the guidelines for landscaping accent lighting.
7. Holiday Displays. No flashing, colored, or neon type lighting is allowed except for holiday displays. String, rope and icicle type lighting may only be placed in front of the home for holiday decoration use. No property owner shall install holiday lighting that shall be considered a nuisance. The illumination of holiday display lighting is permitted November 1st through January 7th.
8. New construction. The ARB will have final approval of all exterior home, landscape and pathway lighting plans for all new construction.
9. Existing residence. Any proposed change or addition to existing exterior residential light fixtures, landscape and pathway lighting to include all fixture locations, fixture sizes and heights, voltage and bulb wattage, requires ARB review and approval. Holiday lighting displays do not require ARB approval.
10. All proposed exterior lighting must be detailed on the Applicant Final Landscape Plans.

K. Garages and Driveways.

1. All Single-Family homes shall have a minimum of a two-car garage. Automatic garage door openers are required. Carports are not permitted.
2. All driveways, walkways and parking areas shall have hard, impervious, dustless surfaces, 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%.

L. Awnings, Shutters, Canopies and Storage.

1. Awnings & canopies shall not be permitted without prior approval of the ARB.
2. Shutters and gable vents, if used, must be composite or a 40-year warranty vinyl, raised panel.
3. All shutters must consistently apply to all elevations and must have decorative hinges and s-hooks installed.
4. 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

A. Additions/Exterior Repainting or Renovations of Existing Homes.

1. Applicants for changes, modifications, alterations and improvements to existing residences (Exhibit B) 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.
2. Repainting of any existing dwelling or property 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.
3. Renovations consisting of but not limited to roofing, siding, driveways, conservatories, tennis courts, swimming pool, wells, landscaping, façade and landscape lighting, installation of solar panels, and the removal of trees, including damaged/diseased trees that are 4" or larger caliper at breast height, require ARB approval.

B. Fee Schedule. The fee schedule associated with Applications for improvements to existing properties is documented in the Property Improvements Application and Compliance Fee Schedule (Exhibit E).

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.

A. Step One: Preliminary Architectural Review.

1. Estate Lots. The Architect, owner or owner's representative for estate lot properties have the option to submit a preliminary package for review by the ARB. Drawings to include exterior elevations and a survey with trees shown with the house and driveway location. Provide one hard copy and one PDF of the floor plans and elevations, and site plan with house and drive locations overlaid on survey.
2. 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. Drawings to include exterior elevations and a survey with trees shown with the house and driveway location. Provide one hard copy and one PDF of the floor plans and elevations, and site plan with house and drive locations overlaid on survey.
3. Ballybunion Park. The Architect, owner or owner's representative for Ballybunion Park lot properties are obligated to submit preliminary design package that is in keeping with the "cottage" design style previously approved for the Ballybunion neighborhood, for review by the ARB and Developer, Ballybunion Park. Drawings to include exterior elevations and a survey with trees shown with the house and driveway location. Provide one hard copy and one PDF of the floor plans and elevations, and site plan with house and drive locations overlaid on survey.
4. Review Period. The ARB will review the application and design documents within Ten (10) working days and provide appropriate comments.

NOTE. Preliminary review is not required but is encouraged except as noted. It gives a chance for preliminary ARB comments before full sets of documents are produced. It is an informal review and allows us to work together early to flush out any questions or concerns.

B. Step Two: Final Architectural Design Review.

1. Construction Plans. The Architect/owner or owner's representative must submit Proof of Lot Ownership or Letter of Authorization to represent the property owner. They must also submit two (2) sets of plans, including survey, site grading and tree removal plan (1"=20'), building plans and elevations (1/4"=1'-0). (Drawings shall not be larger than 24x36). NOTE. Upon approval one ARB signed set will be returned to contractor or owner, and one will be kept by ARB.

2. Completed Letter of Application - Exhibit A, pages 1 & 2 - with application fee (Exhibit E) is payable to NPOA, Inc. for ARB plan review and approval, along with the completed ARB checklists (Exhibit J).
3. Exterior materials and finishes display board (not larger than 20x30).
4. Compliance Deposit (Exhibit E) is payable to NPOA, Inc. The deposit is to be paid by the property owner for compliance escrow and will be returned upon completion of project meeting approved plans and all applicable ARB Guidelines.
5. Landscape plan. See Section VII (E) Step Five: Planting and Irrigation Review.
6. On Site - surveyed trees should be marked with blue ribbon, and trees over 4" to be removed should be marked with red ribbon. Orange tree skirts should be installed around all trees marked to be saved prior to clearing and grading the lot to ensure the safety of the trees and root system.
7. Site Plan showing required items from the ARB "Site Plan Checklist" (Exhibit J). The completed check list is to be included with plans.
 - i Building Sections
 - ii Exterior Elevations (all sides)
 - iii Roofs. structure, materials, manufacturer and color chips.
 - iv Walls. structure, materials, color chips
 - v Fascia and Trim. constructions, materials, color chips
 - vi Window Specifications. Manufacturer, type, finish, color chips
 - vii Doors/Garage Doors. specifications, materials, color chips
 - viii Patio/Decks. materials, finish, color chips
 - ix Fences/Walls. structure, materials, color chips
 - x Screen Enclosures. structure, materials, and colors
 - xi Mechanical Equipment. location and screening details
 - xii Driveways. materials, finish, color chips
 - xiii Topography (as determined by U.S. Army Corps of Engineers guidelines and delineated by registered surveyor or other qualified expert)
 - xiv Wetlands (as per U.S. Army Corps of Engineers guidelines and delineated by a Licensed Soil Scientist)
 - xv Final Stakeout
 - xvi Exterior lighting details
 - xvii Location of satellite dish (es).
 - xvii Well Permit (if applicable) from Moore County Health Department
 - xviii Placement of solar panels and/or geothermal (closed or open-loop) systems

8. 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 seven (7) days following the ARB scheduled meeting with the appropriate comments.
9. 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.
10. Upon final plan approval, the owner/builder shall submit the site plan to the U.S. Fish & Wildlife Service for review and approval of proposed tree removal. This process usually takes from 7 to 14 days. Once the U.S. Fish & Wildlife Service completes their review they will issue a letter for the property.

C. Step Three: Builder Responsibilities.

1. Review National Property Owners Association (NPOA) ARB Guidelines.
2. Obtain a Building Permit from Town of Southern Pines.
3. Submit a copy of the permit to the NPOA Operations Manager and post the permit at site.
4. Obtain Utilities permits. Electric, water, gas and sewer.
5. Stake Building Corners/Driveway – on lot.

6. Install a National Property Owners Association (NPOA) Builder Sign prior to starting construction. See (Exhibit G).
7. Install a Construction Driveway and an Erosion Control silt barrier. The fence shall be wire-backed and be installed with metal stakes.
8. Submit a list of sub-contractors to the ARB.

D. Step Four: Submission of Plans to Appropriate Building Department.

1. 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 concurrent with Step Four.
2. 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.

E. Step Five: Planting and Irrigation Review.

1. Submission of P&I 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. This is generally submitted within sixty (60) days of the approval of Building Plans, but in all cases is required within sixty (60) days of estimated completion.

F. Final Inspection.

1. 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 NPOA Operations Manager.
 - i. Copy of Certificate of Occupancy from the Town of Southern Pines
 - ii. Certificate of Compliance Agreement Form (Exhibit C)
2. 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 (Exhibit D) to be executed and filed with the NPOA Operations Manager. 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 NPOA Operations Manager.

3. When construction or alterations of the improvements have been completed in accordance with plans and specifications and all construction materials, debris bins/trailers, port-a-john and signs have been removed from the property, then the Compliance Deposit will be returned to the homeowner or payor.

G. Design Document Changes.

1. 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) may acquire full ARB approval prior to commencement of changes.

H. Accessory Structures and Utilities.

1. Accessory structures. docks, cabanas, playhouses, tool sheds, doghouses or dog runs shall not be permitted unless specific written approval of the ARB is obtained. Such structures include.
 - i Dock design and specs must be approved by the ARB and shall only be permitted on Otter Pond, Findhorn Pond, and Killarny Pond.
 - ii 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.
 - iii Electrical power and water is permitted and must be included in the dock plan submitted for approval.
 - iv Subdued lighting is permitted. The location(s) of the lighting fixtures must also be included in the plan. Color photos of proposed light fixtures must be submitted for approval.

- v 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.
 - vi 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, but hoops may not be attached to the garage.
 - vii Playground equipment shall be subtle and designed to blend with the landscape. Generally, the equipment shall not be located in the setback requirements, but exceptions may be granted when a request is submitted to the ARB for approval.
 - viii 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 ARB approval.
 - a. 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.
 - ix No clotheslines or exterior drying of materials shall be allowed.
 - x As a special condition for Village lots, generators(if installed) may be placed in the backyard or in the 7' setback side yard only.
 - xi All garbage containers, AC compressors, generators, 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.
2. 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.
3. 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 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.

I. Vehicle Parking.

Applicant 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 (golf carts) 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.

J. Flags, Banners and Signs.

1. Flags. The NPOA by and through the ARB, and subject to 4 U.S.C. §§ 5-10, NCGS § 47F and NCGS §47C, has the exclusive jurisdiction to govern the number, size, type and location of any flag, and the display thereof, outside of a Condominium Residence or a Single-Family Residence within the National Property Owners Association. The following ARB guidelines are the acceptable standards related to the display of flags in within the National Property Owners Association and the process that must be followed to gain approval for flag displays. The flag display guidelines applicable to all Units. Capitalized terms not defined herein shall have the meaning attributed to such term in the DC&R, Book 3605, Page 314, Moore County Registry, as amended (the "Declaration").

2. General provisions.

The display of flags upon any Unit shall be subject to the provisions of the Declaration and all applicable federal codes and state laws.

3. NPOA Property Owners shall be permitted to display:
 - i) the official flag of the United States of America (the "United States Flag")
 - ii) the official flag of the State of North Carolina (the "State Flag")
 - iii) a military service flag from any of the six branches of the US military.

4. NPOA Property Owners shall be permitted to display:

- i) Two (2) decorative, seasonal garden flags ("Garden Flag") provided that such flags do not: (a) contain commercial advertising; (b) infer or denote political messages; (c) infer or denote political support; (d) infer or denote political statements; (e) infer or denote political standing; (f) infer or denote culturally relevant messaging reasonably affiliated with one or more political parties or political positions; and (g) contain offensive content.

The ARB shall have the discretion, subject to the NPOA Board of Directors authority, to determine whether a Garden Flag complies with the afore stated requirements.

5. A United States Flag, North Carolina State Flag, United States Military Flag and Garden Flag shall be considered "Permitted Flags." All other flags must be approved pursuant to the terms and conditions of the Declaration.

6. Size of Permitted Flags.

- i. An official flag of the United States cannot exceed a size of 4' x 6'.
- ii. An official flag of the State of North Carolina cannot exceed a size of 4' x 6'.
- iii. An official flag of the United States Military cannot exceed a size of 4' x 6'.
- iv. Garden flags cannot exceed a size of 16"x 24".

7. Display of Permitted Flags.

- i. Any Permitted Flag may only be displayed in full compliance with all applicable federal codes and state laws including but not limited to the 4 U.S.C. §§ 5-10, NCGS § 47F and NCGS §47C.
- ii. The location of any Permitted Flag shall be approved by the Architectural Review Board prior to the display thereof. No flag shall be positioned that creates a nuisance, obstructs sight lines, interferes with an adjoining Owners enjoyment of their property or interferes with common areas; all as determined by the Architectural Review Board. For guidance to applicants, Village Home Lots Permitted Flags must be located a minimum of 10' from back edge of street curb as to the front lot line and outside of the building setback areas for all other lot lines and for Single Family Lots Permitted Flags must be located a minimum of 20' from back edge of street curb as to the front lot line and outside of the building setback areas for all other lot lines.

8. Flag Approval Process. See (Exhibit I) Flag Display Request Form.
9. Banners and Signs. No banners or signs of any kind are permitted within the National Property Owner's Association. The exception is Builder Signs see (Exhibit G).

VIII. DESIGN DOCUMENTS (ARCHITECTURAL PLANS AND DRAWINGS)

A. General Requirements.

1. To provide a systematic and uniform review of the proposed construction, the design documents should adhere to the criteria outlined below. It is the responsibility of the contractor or property owner to include the completed design criteria check lists as part of the application package, to include:
 - i. Foundation Floor Plans. Scale $1/4" = 1'0"$
 - ii Exterior Elevations. Scale $1/4" = 1'0"$
 - iii. Existing and proposed grades on same sheet as tree survey. Scale $1" = 20'$.
 - iv. All exterior views of all structures including railings, decks, patios, steps, wall sconce lighting 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/Pool/Spas/Accessory Structures (cabanas, etc)
 - d) Fences/Walls

B. Site Plan Independent Review and Inspections

1. 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 may transmit the drawings to our Engineer of Record (licensed in the State of North Carolina) for review, comments and approval.

2. Foundation Survey. At the completion of the foundation, and prior to any backfilling, the owner's Licensed Professional Surveyor shall visit the site and confirm by letter to the ARB that the foundation elevation is satisfactory and foundation is located within setbacks in accordance with the original approved drawings. As soon as the NPOA Operations Manager 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 survey has been verified by the owner's Licensed Professional Surveyor. This elevation can be taken from the top of form work or an elevation stake showing top of foundation.
3. 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.

C. Final Survey.

After all final grading has been completed the ARB's Engineer may visit the site and confirm by letter that the finished floor elevation and all finished grades are satisfactory and in accordance with the original approved drawing.

IX. DESIGN DOCUMENTS (PLANTING AND IRRIGATION)

A. General Requirements.

1. Easements. All easements and rights-of-way shall be landscaped in accordance with the ARB specifications.
2. Plantings. The ARB shall disapprove trees, shrubs and aquatic weeds that may be harmful. Plants indigenous to the area should be utilized.
3. Landscaping Completion. All landscaping shall be completed according to the final approved Planting and Irrigation Plan. Additional landscaping or major changes to the approved plan are subject to the approval of the ARB prior to installation.
4. 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

Red 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. Trees to be removed shall be identified with Red Ribbon only.

5. 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. Trees that are to remain in the construction area shall be fenced with orange fencing that extends out to the canopy of the tree.
6. 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.
7. 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 landscaping 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 landscaping plan (including existing trees with a 4" caliper at breast height).

Note. Minimum number of shrubs and groundcovers may be reduced with appropriate justification and prior approval by the ARB.

B. Irrigation.

1. 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.
2. 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. The backflow preventer is encouraged to be located adjacent to structure.

3. 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.
4. 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.

C. Fences and Boundaries.

1. 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.
2. 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 three (3) foot side 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.
3. 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.

D. Swimming Pools.

1. 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. Required fencing for pools does not mean fences may extend to property lines.

X. ARB GUIDELINE CHECKLISTS

- A. Site Plan and Planting and Irrigation (P&I) checklists. In preparation for the submission of Architectural and Planting and Irrigation Plans, ARB Site Plan and Planting and Irrigation checklists must accompany each set of plans submitted for review. (See Exhibit J)

B. Site Plan and P&I - Important Notifications

1. 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 \$75.00 (Seventy-Five Dollars) 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.

2. **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. Contractor Rules, Regulations and Construction Site Requirements

The following ARB requirements are established to ensure builder and contractor compliance with community standards and to maintain a harmonious living environment. Contractors should immediately report any issues that interfere, or potentially may interfere, with full compliance with the requirements to the ARB Chair via email as well as the NPOA Operations Manager at (910) 235-4217 and/or NPOA Security at (910) 295-4381.

A. General.

1. **Emergency Phone Numbers.** Contractors are required to keep a 24-hour emergency phone number on record with the NPOA Security Office and ARB.
2. **Contractor work hours and delivery hours** are 8:00am to 6:00pm Monday through Friday, and 8:00am to 12:00pm Saturday unless otherwise approved by the NPOA Operations Manager. No contractor work or deliveries are permitted on Sundays and Holidays. The designated Holidays are. New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving, and Christmas.
3. **Contractors and delivery drivers** are to enter and exit NPOA property (Pinehurst National) through the front gate on Midland Road only. Workers and delivery drivers will identify builder's name and building site to Security before being permitted to enter NPOA property. Contractor and delivery service vehicles are not authorized to use the back gate exit leading to NC Highway 15-501.

4. An NPOA Contractor's pass must be displayed in construction and personal (passenger) vehicles while on NPOA property.
5. Contractors, subcontractors and delivery personnel must observe posted speed limits throughout Pinehurst National. Pinehurst National Security will issue a ticket with a fine for speeding violations as required by the NPOA Rules & Regulations.
6. 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.
7. 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.
8. A portable toilet will be retained on site and shielded from view from the street, the adjacent properties, and golf course views.
9. A National Property Owners Association (NPOA) Builder Sign is required on all construction sites. See (Exhibit G)
10. Parking areas for contractors and subcontractors will be either on the site under construction or on common property designated and owned by the NPOA. Parking may be permitted on non-occupied properties adjoining the construction with permission of the property owner.
11. Construction vehicles (e.g., dump trucks), cannot be parked on National Drive or parked on golf course side of a golf course lot.
12. No alcohol or recreational drugs are permitted on any construction site. The presence or use of either alcohol or recreational drugs will result in automatic suspension of construction and the expulsion of the offending person or persons from NPOA property.
13. No children or pets are permitted on any construction site.
14. No playing of music, radios, or sound systems is permitted on any construction site.
15. All personnel must be appropriately dressed. Shirts are required at all times. All clothing should be in good condition.

B. Construction Site Clearing and Materials Storage Requirements.

All construction 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.

1. After construction plans have been reviewed and approved by the ARB and before clearing a lot, the property owner and builder must ensure that:
 - i A letter has been obtained from the U.S. Fish & Wildlife Service concerning the habitat of the Red-cockaded Woodpecker and provided to the ARB. See (Exhibit H).
 - ii The corners of the house are staked and an inspection is conducted by the ARB before the clearing process begins. Of special concern will be the proximity of large pine trees (LLP's) to adjacent occupied properties. LLP's that are to remain on the property must have orange tree skirts put up prior to clearing begins in order to protect these trees from having feeder roots unnecessarily removed. 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.
 - iii Digital color photos of the adjoining residential properties as well as NPOA Common Property, including curbs and center islands in cul du sacs, are to be taken and provided (electronically) to the ARB chair. The photographs are intended to document the condition of such adjoining properties prior to site clearing and construction and are intended to ensure that such properties are repaired and returned to their original condition. Failure to return adjoining properties to their original condition will result in the retention of the property owner's Compliance Deposit until such repairs are completed to the satisfaction of the ARB. Refusal by the owner to make such repair and damages which necessitate the NPOA to restore the properties to the original conditions shall be a cost to the owner and shall be deducted from the property owner's Compliance Deposit. If the costs exceed the balance of the Compliance Deposit, the owner shall be responsible for payment of the additional costs to the NPOA.
2. After a lot has been cleared, the 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.
3. **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 lot. After discharging material, the delivery vehicle must proceed to the nearest intersection or Cul du sac before turning around and exiting the Village Lot area. Turning around in private driveways is absolutely forbidden.
 4. **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, the NPOA 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.
 5. **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.
 6. **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.
 7. **Other Materials.** 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.
 8. **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. 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. All requests must be in writing addressed to the ARB Chairman or NPOA Operations Manager.

9. Rented dumpsters are not considered trailers and as long as dumpsters are kept dumped regularly and neat, they may remain on site while in use. 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 12:00pm. No such vehicle shall be left on the construction site past noon on Saturday without expressed written consent of the ARB Chairman or NPOA Operations Manager.
10. The construction site will be cleared of all scrap material at the completion of the workday and the refuse container emptied at the completion of the work week.
11. Construction site maintenance will be closely monitored by both the ARB, NPOA Operations Manager and NPOA Security personnel.

C. Violations of NPOA DC&Rs and ARB Guidelines.

1. Builders are responsible for any contractors or subcontractors working on their job site. The ARB Chair will notify the builder of any violation of ARB guidelines, or NPOA DC&R and NPOA Rules and Regulations, by a contractor or subcontractor. The builder is responsible for correcting the violation. For any recurring violations, the Operations Manager, NPOA will issue the following:

First Violation - Builder notified and issued a written warning.

Second Violation - \$200 Fine, payable to National Property Owners Association, Inc.

Third Violation - \$300 Fine, payable to National Property Owners Association, Inc.

Fourth Violation – Builder will be banned from National Property Owners Association, Inc. property

2. Violations must be paid by the builder or property owner (serving as contractor) no later than ten (10) business days following issuance of fine notification. Checks or cash is acceptable payment and will be paid to the NPOA, Inc., 2350 Midland Road, Pinehurst, NC 28374.

3. If the builder or property owner (serving as contractor) fails to pay a fine, then payment will be withheld from the Compliance Fee for new construction projects or billed to the homeowner (acting as contractor) for work to existing residence. If the homeowner fails to pay, then the fine amount will be added to the homeowner's NPOA annual dues for the coming year."

Note: The above represents repeated violations on the same job site. However, any Builder or General Contractor that has or allows his subcontractors to have more than seven (7) accumulated violation(s) will be removed from the Approved Contractors list and not be allowed to apply for approved status until after a two-year suspension.

XII. BUILDER REQUIREMENTS

- A. 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 Property Owners Association (NPOA). 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.

1. Builder must provide a current résumé.
2. Builder must provide five (5) written letters of reference from former clients, accompanied by photographs of the five homes.
3. Builder can have no outstanding, unresolved, NPOA/ARB violations.

Documents must be submitted to:

National Property Owners Association, Inc.
2350 Midland Road, Pinehurst, NC 28374

Attn: Architectural Review Board Chairman

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

- B. A National Property Owners Association (NPOA) Builder Sign is required on all construction sites. The sign must be installed within two (2) weeks of commencing work and must be prominently displayed on the construction site. A "Builder Sign" may be ordered through any sign company provided the following ARB signage specifications are observed.

Sign Dimensions: 24" W x 36" H

Paint Color: Benjamin Moore Chrome Green

Lettering: Metallic Gold Foil

See Builder Sign example (Exhibit G)

No other signage is permitted at any job site unless required by law or approved by the ARB.

EXHIBIT A

ARB APPLICATION FOR RESIDENTIAL CONSTRUCTION

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

Contractor - 24 Hour Emergency

Contact Name:

Telephone:

Lot Number: _____

Property Address: _____

Property Owner: _____

Home Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

Builder: _____

Business Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

Architect: _____

Business Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

General Contractor: _____

N.C. License #: _____

Business Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

Fee: \$ _____ (See Exhibit E for associated fees)

Property owner has five (5) months to initiate project from the approval date.

EXHIBIT A

ARB APPLICATION FOR RESIDENTIAL CONSTRUCTION (Cont.)

Has a structure been previously constructed from these plans in this area?	No: ____	Yes: ____	Address: _____
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:		
What is the GARAGE area of this structure?	_____ square feet:		
What is the DECK area of this structure?	_____ square feet:		
1st FLOOR square feet:	2 nd FLOOR square feet:		
TOTAL SQUARE FEET: _____			

Exterior Materials. Specify colors and type of materials to be used. Please submit samples of the colors on the specific materials that will be used in each instance.	
Brick - type and manufacture:	color: _____
Siding – material:	color: _____
Stucco – material:	color: _____
Roofing – material:	color: _____
Fascia & Trim – material:	color: _____
Shutters – material:	color: _____
Doors – material:	color: _____
Windows – material:	color: _____
Other material:	color: _____

EXHIBIT B

ARB APPLICATION FOR WORK TO EXISTING RESIDENCE

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

Contractor - 24 Hour Emergency

Contact Name:

Telephone:

Lot Number: _____

Property Address: _____

Property Owner: _____

Home Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

Type of work being done (i.e., landscaping, reroofing, painting, exterior addition or modification, interior work, etc.) and description.

Type of Work: _____

Description: _____

Contractor: _____

N.C. License #: _____

Business Address: _____

Email Address: _____

Business Telephone: _____

Mobile Telephone: _____

Fax: _____

Fee: \$ _____ (See Exhibit E for associated fees)

ARB USE ONLY		
Submission Date to ARB:	Final ARB Approval Date:	Notes:
	Signatures:	

Property owner has five (5) months to initiate project from the approval date.

EXHIBIT C
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 (ARB) . We further acknowledge and understand that:

1. We have read and understand the National Property Owners Association, Inc., Declarations, 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 site at all times in accordance with the ARB Guidelines.
4. We are responsible for the conduct of all contractors 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. The 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, The National Property Owners Association, Inc., 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

Builder's Signature

Date

EXHIBIT D

CERTIFICATE OF COMPLIANCE

NATIONAL PROPERTY OWNER'S ASSOCIATION, INC.
PINEHURST, NORTH CAROLINA

THE UNDERSIGNED CERTIFY TO THE NATIONAL PROPERTY OWNER'S ASSOCIATION, INC., ARCHITECTURAL REVIEW BOARD (THE "ARB") THAT THE BUILDING STRUCTURE AND OTHER IMPROVEMENTS (THE "IMPROVEMENTS") SITUATED AT:

LOT#: _____ ADDRESS: _____

IN THE NATIONAL PROPERTY OWNER'S ASSOCIATION, INC., HAS BEEN CONSTRUCTED OR ALTERED (CIRCLE ONE) IN ACCORDANCE WITH THE RECORDED COVENANTS RUNNING WITH CERTAIN LANDS IN THE NATIONAL PROPERTY OWNER'S ASSOCIATION, INC., 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 _____, _____.

OWNER: _____

CONTRACTOR: _____

ARCHITECT/DESIGNER: _____

TYPE OF IMPROVEMENTS: _____

FILED WITH AND ACCEPTED BY THE NATIONAL PROPERTY OWNER'S ASSOCIATION, INC., ARCHITECTURAL REVIEW BOARD THIS _____ DAY OF _____, _____.

EXHIBIT E

Property Improvements Application and Compliance Fee Schedule

NOTES:

- a. Any improvements or changes to residential properties within Pinehurst National must be approved by the ARB before work may commence.
- b. Application fees may be collected based on the size/scope of the project. Application fees are non-refundable and only one application fee will be charged per project. These fees are deposited in the NPOA general fund.
- c. Compliance fees are collected on major projects to help ensure that projects conform to their approved scope. Compliance fees will be refunded upon ARB determination that the project is completed as it was approved. Some or all of the compliance fee may be forfeited if the project deviates from what the ARB approved.
- d. An ARB application is not required for routine maintenance that does not change the look of the property. For example:-- Yard Care: seasonal tree/bush pruning; replacing sod in existing grassy areas; refreshing current mulch/pine straw.-- Home Mx: Power washing home; replacing exterior HVAC unit; repairing a rotting pergola.

Improvement Type	Application Required?	Application Fee	Compliance Deposit
1. New construction on undeveloped lot.	Yes	\$7,500	\$5,000
2. New additions adding square footage to the home or building a swimming pool.	Yes	\$3,000	\$3,000
3. Major exterior improvements with a cost of more than \$5000 (e.g., adding a roof dormer, expansive hardscape area, or enclosing an existing porch).	Yes	\$750	\$750
4. Minor exterior improvements costing less than \$5000 (e.g., Adding a porch railing or shutters.)	Yes	None	N/A
5. Major Landscaping (e.g., replacing most plants, changing pine straw area to grass, removing multiple trees, projects over \$5,000 cost)	Yes	\$200	N/A
6. Minor Landscaping (e.g., new flower beds, adding landscape lighting, removing one tree, less than \$5,000 project cost)	Yes	None	N/A
7. Major home maintenance such as reroofing, exterior painting, adding a generator or door/window replacement	Yes	None	N/A
8. Any work (exterior or interior), not already noted above, requiring use of a dumpster or dump trailer.	Yes	\$300	N/A

Exhibit F

Contractor Sample Board (example)



Exhibit G

Builder Sign (example)



Sign Dimensions: 24" W x 36" H

Paint Color: Benjamin Moore Chrome Green

Lettering: Metallic Gold Foil

Exhibit H

Red-cockaded Woodpecker U.S. Fish and Wildlife Service Letter (example)



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Raleigh ES Field Office
Post Office Box 33726
Raleigh, North Carolina 27636-3726

DATE: _____

RED-COCKADED WOODPECKER PROJECT REVIEW REQUEST LETTER (#2)

Project Name: _____

Project Address (Parcel Number and Street Address if Available):

Owner/Authorized Agent Name: _____

Owner/Authorized Agent Phone number/email: _____

Owner/Authorized Agent Signature: Samuel Adam Carter Digitally signed by Samuel Adam Carter
Date: 2023.05.16 15:38:05 -0400

Dear Applicant:

Thank you for using the U.S. Fish and Wildlife Service (Service) Sandhills online project review process for red-cockaded woodpecker (RCW).

This letter should be used as a cover letter for your project review package for the project named above. Please submit this letter, the project review package (including site plan showing locations of all pine trees to be removed or impacted, with their diameters correctly labeled), and any other project information to the Service for review, in accordance with section 9 of the Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884), as amended (ESA). This letter does not complete the review of your project for other listed species. If there are other federally listed species that may be affected by your project, please use the Service's general online review process at this link (<https://www.fws.gov/office/eastern-north-carolina/project-planning-and-consultation>) or contact the Service for further guidance.

To comply with ESA section 9, the complete project review package must be submitted to this office for review. Signing and/or printing of this letter does not automatically submit the project for review. This letter and associated information must be submitted in accordance with the instructions in Step 3 at (<https://www.fws.gov/office/eastern-north-carolina/sandhills-rcw-safe-harbor>). The Service will review the package and provide a written response, typically within 30 days of submittal. Work on the project should not proceed until consultation with the Service is completed.

Please check one or more boxes below to indicate the location and nature of your project. If you cannot check one of these boxes, please visit our website <https://www.fws.gov/office/eastern-north-carolina/sandhills-rcw-safe-harbor> for additional information concerning the online review process, or contact our office at 919-856-4520:

The box below must be checked:

- ☒ The project site is located within a **Red Zone** on the RCW map <https://www.fws.gov/media/nc-sandhills-rcw-red-zone-and-clear-zones-safe-harbor-agreement>. I hereby submit this review package in accordance with the instructions at <https://www.fws.gov/office/eastern-north-carolina/sandhills-rcw-safe-harbor> and request review and response from the Service. Work on the project will not proceed until consultation with the Service is completed.

Check all boxes below that apply to the project (to expedite our review):

- ☒ Trees greater than or equal to (\geq)8 inches dbh will be removed.
- ☒ A cavity tree survey has been conducted by a qualified environmental consultant (<https://www.fws.gov/media/selecting-qualified-environmental-consultant-rcw-surveys>), following the USFWS' Survey Protocol, contained in Appendix 4 of the RCW Recovery Plan (<https://www.fws.gov/media/appendix-4-survey-protocol-rcw-recovery-plan>).
Were cavity trees found on the property?

Inactive.....	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Active.....	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

The red-cockaded woodpecker is endemic to open, mature and old growth pine ecosystems in the southeastern United States. It depends on mature live pine trees for its nesting and roosting sites (called clusters) and for foraging habitat. The Service's Recovery Plan defines the cluster as the aggregation of cavity trees used and defended by a group of red-cockaded woodpeckers and a 200-foot buffer of continuous forest. The Recovery plan also outlines the minimum acreage, distribution, and stocking levels of foraging habitat (stands of southern yellow pine) required to conserve a family group of woodpeckers. Requisite foraging habitat must be found in pine stands contiguous with the cluster and within a 1/2-mile radius of the cluster center (foraging partition). Property development within a cluster and associated foraging habitat, if not carefully conducted is potentially harmful to the species and may violate the ESA if not specifically authorized by the Service.

Recovery efforts for this species are underway and may result in groups becoming reestablished in areas currently unoccupied by this species. The cumulative loss of foraging and nesting habitat caused by residential and commercial construction is one of the primary threats to the continued existence of the RCW in the North Carolina Sandhills area. The Conservation Measures listed below will help minimize the threats to the RCW.

Recommended Conservation Measures

1. Planners and builders are encouraged to shift proposed development to avoid removing large pine trees.
2. To maintain suitability of the habitat, take measures to prevent damage to the bole and root system of the remaining longleaf pines.
3. Retain turpentine trees and all old growth longleaf pines that may be on the property.
4. Where cutting is necessary, large branches should be removed or trimmed as a first option instead of complete tree removal.
5. Landscaping should use species native to the Sandhills ecosystem that do not exceed seven feet in height. Exotic invasive plants should be avoided.

Information about the online project review process including instructions, species information, and other information regarding project reviews within North Carolina is available at our website <https://www.fws.gov/office/eastern-north-carolina/sandhills-rcw-safe-harbor>. Once you have submitted this letter and review packet to our office (see link for submittal instructions), you should receive a response within 30 days. If you have any questions, please contact our office at 919-856-4520.

Sincerely,

/s/ Pete Benjamin

Pete Benjamin
Field Supervisor
Raleigh Ecological Services

Enclosures - project review package

Exhibit I

Flag Display Request Form

NATIONAL PROPERTY OWNERS' ASSOCIATION

2350 Midland Road
Pinehurst, NC 28374

Architectural Review Board (ARB)

FLAG DISPLAY REQUEST FORM

This Flag Display Request Form is adopted pursuant to the North Carolina Planned Community Act (N.C.G.S. §47F-3-121) and, where applicable, the North Carolina Condominium Act (N.C.G.S. §47C-3-121). The Association shall not prohibit the display of the United States flag, the North Carolina state flag, or military service flags, subject to reasonable regulations regarding size, placement, safety, installation method, and maintenance as reviewed by the Architectural Review Board (ARB).

Property Owner Name: _____

Property Address: _____

Lot / Unit Number: _____

Phone Number: _____

Email Address: _____

Flag Information

Type of Flag (circle one): US Flag / NC State Flag / Military / Garden

Flag Size (dimensions): _____

Number of Flags to be Displayed: _____

Display Details

Proposed Display Location: Attached to Dwelling / Porch / Garage / Freestanding Pole / Other

Flagpole Height (if applicable): _____

Method of Attachment / Installation: _____

Proposed Installation Date: _____

Property Owner Certification and Acknowledgment

I certify that the proposed flag display complies with all applicable federal law, North Carolina statutes, and the governing documents of the National Property Owners Association, Inc.. I understand that ARB approval may include reasonable conditions related to aesthetics, safety, structural integrity, and ongoing maintenance. Failure to maintain compliance may result in revocation of approval.

Property Owner Signature: _____ Date: _____

For ARB Use Only

ARB Decision: Approved / Denied / Approved with Conditions

Conditions / Notes:

ARB Representative: _____ Date: _____

Exhibit J

ARB Guidelines Checklist

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

Site Plan and Planting & Irrigation Plan Important Notifications:

1. 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 \$75.00 (Seventy-Five Dollars) 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.

2. 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.

1. Site Plans Check List	
<input type="checkbox"/>	Scale: 1"= 20' (minimum)
<input type="checkbox"/>	Boundary survey - (sealed and dated by a Professional Land Surveyor)
<input type="checkbox"/>	Existing topography (1' contour interval, datum, onsite benchmark, and dashed lines for existing contours)
<input type="checkbox"/>	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)
<input type="checkbox"/>	A letter from the U.S. Fish & Wildlife Services for protection of the Red-cockaded Woodpecker must be obtained & a copy provided to the ARB prior to clearing any lot.
<input type="checkbox"/>	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)
<input type="checkbox"/>	Utilities: electric, water, and sewer
<input type="checkbox"/>	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)
<input type="checkbox"/>	Adjacent building corners (within 20' of any boundary line)
<input type="checkbox"/>	Easements & Rights of Way
<input type="checkbox"/>	Minimum building setbacks

1. Site Plans Check List (cont.)	
<input type="checkbox"/>	Water bodies / streams
<input type="checkbox"/>	Wetlands (as per U.S. Army Corps of Engineers guidelines and delineated by a Licensed Soil Scientist)
<input type="checkbox"/>	Culverts (size, material, and invert information noted)
<input type="checkbox"/>	Downspout locations
<input type="checkbox"/>	Owners name, address, and phone number
<input type="checkbox"/>	Architect / Designer's name, address, and phone number
<input type="checkbox"/>	Builder's name, address, and phone number
<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	Dwelling location (dimensioned perpendicular to boundary lines)
<input type="checkbox"/>	Driveway location(s) (maximum of 2 driveway connections per lot, max slope of 15%)
<input type="checkbox"/>	Roof line and overhang (use dashed line to depict on plan)
<input type="checkbox"/>	Patios/Decks/Steps
<input type="checkbox"/>	Utility line connections (water, sewer, power, cable, telephone) from street tap)
<input type="checkbox"/>	Liquid Propane (LP) tank and gas line locations
<input type="checkbox"/>	Mechanical equipment locations (HVAC, generators, etc)
<input type="checkbox"/>	Dock locations
<input type="checkbox"/>	Accessory structures (including geothermal loop systems and solar panels)
<input type="checkbox"/>	Grading plan (1' contour interval with solid lines for proposed grades & dashed lines for existing grades, 3:1 max slope)
<input type="checkbox"/>	Proposed spot elevations (at house corners and other necessary locations)
<input type="checkbox"/>	Proposed dwelling elevations (finished floor, top of foundation, and garage slab)
<input type="checkbox"/>	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 (if required, provide calculations & details prepared be a Professional Engineer or Registered Landscape Architect)
<input type="checkbox"/>	Retention areas
<input type="checkbox"/>	Limits of Disturbance with total area disturbed
<input type="checkbox"/>	Silt Fence
<input type="checkbox"/>	Tree removal (depict on plan and provide a list of trees (with their numbers) that will be removed*.
<input type="checkbox"/>	Pools & Spas (including pumps, filters and like equipment)
<input type="checkbox"/>	Surface materials (drives, walks, patios, pools, etc.)

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