



**Pelican Reef
Homeowners Association
Architectural Review Committee**

**ARCHITECTURAL REVIEW COMMITTEE
RULES AND REGULATIONS**

Revised: May 1, 2020

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1. INTRODUCTION

In order to assure long term neighborhood quality, the following ARCHITECTURAL REVIEW COMMITTEE RULES and REGULATIONS have been prepared to assist property owners, together with their architects and builders working within Pelican Reef (PR), to understand and become active participants in the building process. These rules and regulations will help shape, maintain and enhance the quality of the residences and will be administered by the Pelican Reef Architectural Review Committee (PRARC) during the review process to determine whether a design meets with its approval. It is the intent of the PRARC to coordinate architectural diversity while creating a blend of home styles which enhance the natural environment.

The Architectural Review Committee is mandated by the Pelican Reef By-Laws (Article V Section 1) and is charged with the administration of specific duties and responsibilities outlined in the Restrictive Covenants (**RC**) (see RC Section B).

This document supersedes all previous Architectural Review Guidelines, now referred to as PRARC Rules and Regulations.

These rules and regulations are not intended as a substitute for the Pelican Reef Restrictive Covenants but rather use the Restrictive Covenants as their foundation to simplify and clarify the prospective improvements to any and all lots in Pelican Reef. Within this document if a Restrictive Covenant rule is stated, it will be referenced as "RC and a section number". If a rule is not referenced, the rule was added and approved by PRARC and the PR HOA Board of Directors. Each property owner and builder shall read and become familiar with the By-Laws and Restrictive Covenants before building or modifying a home or making improvements to any lot.

2. RULES AND REGULATIONS APPLIED TO THE IMPROVEMENTS TO ALL LOTS

PRARC approval is required for the following: clearing or re-grading a lot, new home construction, additions, outside remodels or renovations, tree removal, construction of garages or out buildings, decks, pools, dormers, fencing, fence post sections, trellis, gateways, mailboxes, retaining walls, driveway extension or replacement, docks, gazebos, and any outside construction or changing the exterior color of a home. Any and all unapproved construction will be subject to sanctions imposed by PRARC which may include a Stop Work Order and/or a fine recommendation (Appendix E) to the Pelican Reef Homeowners Association (HOA) Board of Directors. (**RC B. 2.**)

Any damage to the infrastructure of Pelican Reef during any improvement project, such as, but not limited to, swales, roads, vegetation and utilities, will be the responsibility of the property owner to correct and will not be limited to any Bond amount, but rather the cost of repairs (Appendix E).

2.1 ARCHITECTURAL REVIEW PROCESS

Prior to commencing any construction or lot improvement activity, an Approval Request Package shall be submitted to PRARC for consideration. PRARC holds regular meetings on the first Thursday of every month at 6:30 P.M. within the Pelican Reef Clubhouse.

The Approval Request Package shall include, as applicable to the project,

- Signed Property Owner Agreement (Appendix A)
- Architectural Plans if applicable (see APPENDIX F: Construction Terminology Definitions) the applicable items required in the PRARC Construction Project Checklist (Appendix B).

As reference, the property owner will be given copies of the following:

- PRARC Final Inspection Checklist (Appendix C),
- Builder Sign Advertisement Specifications (Appendix D),
- Architectural Guidelines Fine Schedule (Appendix E).

Within thirty (30) days of a request, PRARC will review the contents of the Approval Request Package for acceptability and advise the property owner, in writing as follows:

- Documentation is incomplete and additional documentation is required prior to a decision being made
- Documentation is complete, but items must be clarified prior to a decision being made,
- The Package is approved as submitted,
- The Package has been denied with the reasons for the denial clearly stated.

Construction may proceed after the property owner (or an authorized agent with a notarized Power of Attorney) has received formal written approval (electronic or hard copy) from the PRARC

If no action is taken by PRARC within thirty (30) days after all required documentation is submitted to it, the owner may proceed to build without approval, **but in any event all improvements must be in accordance with the Restrictive Covenants of Pelican Reef.**

Once a plan has been approved by PRARC, no changes or deviations in or from the submitted plan shall be made without prior written consent of PRARC. **(RC B. 2.)**

Within 60 days after the date of issuance of a Certificate of Occupancy (C.O.) by Pender County, landscaping as shown on the plans approved by PRARC, cleanup of the construction site, repair of any damage and removal of construction equipment

must be completed *unless* there is an extreme weather situation. If the PRARC final inspection report has items to be completed, the owner/builder shall have fifteen (15) days to complete the items. Otherwise a daily fine of \$25.00 may be issued (Appendix E) by the Pelican Reef HOA Board of Directors.

2.2 VARIANCES

If a property owner feel that certain portions of these ARCHITECTURAL REVIEW COMMITTEE RULES AND REGULATIONS are inappropriate, based on the design elements of his/her particular residence or improvement project, then the owner may apply for a variance. The burden of establishing the reason(s) why a specific requirement is appropriate lies with the property owner. The decision to grant a variance rests solely with PRARC. Granting of a variance for one particular property does not warrant or imply that such a variance will be granted for other properties. Each variance will be reviewed on a case-by-case basis in keeping with the overall objectives of the ARCHITECTURAL REVIEW COMMITTEE RULES AND REGULATIONS. **(RC B. 5.)**

2.3 APPEALS

If a property owner wishes to dispute a decision rendered by PRARC, the property owner must submit in writing to the Board of Directors (BOD) the reason(s) why they believe that PRARC has operated outside of the Pelican Reef Restrictive Covenants and/or the PRARC Rules and Regulations. PRARC's process and procedure will be reviewed by the BOD and a determination will be made as to whether or not a violation has occurred. If the BOD finds that no violation of the Restrictive Covenants and/or PRARC Rules and Regulations has occurred the matter will be referred back to PRARC for resolution. Conversely, if the BOD finds that a violation of the Restrictive Covenants or PRARC Rules and Regulations has occurred by PRARC, the BOD will hold a hearing on the matter in question. The decision of the Board of Directors is final.

2.4 GENERAL CONSTRUCTION RULES AND REQUIRED DOCUMENTATION

Property owners shall have reviewed the Restrictive Covenants for Pelican Reef and this ARCHITECTURAL REVIEW COMMITTEE RULES and REGULATIONS document **prior** to requesting the approval for a new construction, major project or any other improvement to a lot. This will ensure an understanding of the Pelican Reef community rules and awareness of the required documentation.

Homes built on mono slabs or slab-on-grade foundations are not permitted within Pelican Reef. Homes built on elevated slabs will be considered at the discretion of PRARC. The minimum height of an elevated slab foundation system is 12" above the finished grade.

Pelican Reef is a community of diverse custom-built homes and as such careful attention will be paid by the committee to the location of duplicate home designs. The approval or disapproval of any such home design is at the sole discretion of PRARC.

Below are highlighted *some* of the Restrictive Covenants (**RC**) and additional requirements for the improvement of any and all lots in Pelican Reef.

- Rules related to all improvements and/or changes to existing lots and/or buildings (**RC B. 2.**)
- All General Contractors working within Pelican Reef shall:
 - Provide a current **Acord 25, or equivalent**, Certificate of General and Automobile Liability Insurance in the amount of **One Million Dollars each** and maintain said insurance through the issuance of a Certificate of Occupancy. (Pelican Reef's Insurance carrier will provide updated limits of coverage as the requirements change.) **The Pelican Reef HOA must be listed as additional insured for both auto and general liability policies.**
 - Provide a copy of a current active North Carolina General Contractor's License for the proper classification for the project on which he/she is working.
 - Provide copies of the Pender County Health and Building Permits for the project.
 - If a property owner decides to build their own home, in essence becoming a General Contractor, they shall be required to provide the same insurance and comply with all the same requirements as a General Contractor. A property owner building their own home shall submit a waiver of the license requirement.
- Construction Sites
 - Each "New Construction" site shall have a portable toilet located on the site. To avoid being offensive to existing neighbors, the portable toilet may not be set in or near the Right-of-Way.
 - Each "New Home" and certain "Major Project" construction sites shall have a refuse container (not located in the Right-of-Way) for the containment of construction debris. This container shall not be allowed to become unsightly and is required to be emptied on a regular basis.
 - Construction personnel shall not bring pets into Pelican Reef.
 - All construction activities shall begin:
 - No earlier than 7:00 A.M. and cease no later than 8:00 P.M. Monday thru Friday
 - No earlier than 8 A.M. and cease no later than 5:00 P.M. on Saturdays
 - No earlier than 10:00 A.M. and cease no later than 5:00 P.M. on Sundays.
 - Noise levels shall be maintained at a level consistent with the operation being performed. Radios shall not be played at a volume which will allow them to be heard on adjacent properties.
- Speed Limit
 - Property owners shall take responsibility to notify anyone working on their project (contractors, builders, subcontractors, etc.) of the Pelican Reef 25mph speed limit and ensure its adherence. (**Pelican Reef HOA Rules and Regulations**)
- Parking (**RC B. 8.**)

- No vehicles shall be parked in the road or within the Right-of-Way. All vehicles shall be parked on the property or at another approved location.
- No vehicles and/or trailers shall be permitted to remain on the site overnight without the prior approval of PRARC.
- Vehicles making deliveries shall be positioned in such a way that they will not impede the normal flow of traffic.
- **Tree Removal (RC B. 4.)**
 - Any non-pine tree may be removed within the approved building footprint, septic field, driveway sites or within 12 feet of the main dwelling.
 - Any pine tree may be removed within the approved building footprint, septic field, driveway sites or within 20 feet of the main dwelling.
 - The Association may issue a fine to a lot owner in the amount of One Hundred Dollars (\$100.00) for each tree removed without permission from the committee, said fine representing the decrease in value to other property...
- **Building Setbacks (RC B. 5.)**
 - Minimum setbacks to building line for Pelican Reef lots are:

	Side	Front	Rear
Inland Lots	10 feet	30 feet	30 feet
Village at Heron Pond Lots	10 feet	25 feet	15 feet
Water and Marsh Lots	10 feet	30 feet	Per CAMA Guidelines
- **Driveway Connections (RC B. 7.)**
- **Completion of project within one (1) year (RC B.10.)**
- **Modular Homes (RC B.12.)**
- **Wells (RC B.13.)**
- **Clearing (RC B.15.)**
 - No clearing is permitted without committee approval.
- **Above Ground Pools (RC B.15.)**
 - No above ground pools requiring a support structure, a ladder for entrance or water treatment equipment and chemicals will be approved.
 - No above ground pool, “kiddie pool”, can be over 24 inches high.
 - All above ground pools placed, “kiddie pools”, must be shielded from road view and common property areas and be easily relocated in the yard.
 - No above ground pool decking will be permitted.
- **Driveways & Parking (RC B.16.)**
 - Driveways and parking areas are to be constructed of concrete, aggregate concrete, or brick.
 - Side setback for driveways must be a minimum of five (5) feet unless Pender County or PRARC approves differently.
 - If driveway is 50 feet or greater from street to garage, driveway must be 11 feet wide and have a height clearance of 11 feet. **(RC B. 7.)**
- **Mailboxes Must Be Pelican Reef Standard-See Appendix I (RC B. 23.)**
 - Mailbox wraps are not allowed.
- **Signs (RC B. 25.)**
 - During the construction of a new home or major project where a post or tree is required to hold permits and inspection lists, the builder/owner may attach one sign onto the post or tree to advertise the builder’s company. The sign must meet all sign specifications as stated in Appendix D.

- Creek Buffer (**RC B. 30.**)
- Roofing & Roof Accessories
 - Asphalt roof shingles shall be 30-year Architectural Style or an approved equal. See Appendix F.
 - See metal roofing guidelines in Appendix G.
 - Every attempt should be made during the design process to locate all roof accessories, skylights and/or penetrations to the side of the structure where they will be least visible from the street.
 - Solar panel installations will be reviewed on a case by case basis.
 - The location of the panels requires committee approval.
 - The solar panels must not be visible from road view or other common area views.
 - Any wiring and grid control panels or connections to the house must also be screened from view.
 - All new homes must have rain gutters and downspouts on roof lines. Underground piping for water runoff from downspouts should be diverted onto the homeowner's property or community drainage swales.

- Air Conditioning Package and Condensing Unit
 - Every attempt should be made during the design process to locate these units where they will be least visible from the street
 - The screening of these units, utilizing plantings, approved fences or other approved means to conceal their view from the street and/or adjoining properties, shall be required.
- Boardwalks, Docks, Piers and Viewing Areas
 - Owners of waterfront or marsh front home sites, after receiving all Governmental and PRARC approvals, may build a boardwalk to provide access to the water. Boardwalks are limited to 6 feet in width.
 - Gazebos may be approved if they are of an acceptable size and do not interfere with neighboring views of the water. Material for gazebo roofs must be approved by PRARC.
 - The maximum gross surface area of a deck and/or a constructed platform for a viewing area shall be determined by Coastal Area Management Association (CAMA) guidelines and approved by PRARC.
- Exterior Lighting
 - Exterior lighting/Landscape lighting shall be installed so as to not project light onto neighboring properties or be so intense as to create a nuisance.
- Building Foundations
 - The exposed portion of all building foundations shall not be permitted to be uncovered regular block or concrete masonry. Acceptable coverings are textured concrete block, brick, stucco, or other aesthetically pleasing products acceptable to PRARC.
- Garages/Outbuildings
 - Each residence constructed within Pelican Reef shall have a garage (attached or detached) for at least two (2) full sized vehicles.
 - Garages are to have side-facing or rear entrances unless the lot cannot accommodate it.
 - Side-facing garages must have a driveway apron of at least 24 feet in width opposite the garage doors unless otherwise approved by PRARC.
 - Garages and outbuildings, such as those used for storage of tools, garden equipment. etc., shall be constructed from the same materials (type and color) as the main house or comparable materials as approved by PRARC. Detailed plans for these construction projects must be submitted to PRARC.
- Culvert piping
 - Culvert piping made of cement, steel, or other PRARC approved material as discussed below, must be installed within swales under the temporary construction driveway during a new home construction and then permanently when concrete driveway is poured. When permanently installed, piping is not to be crushed and must function 100% as intended. Culvert pipes made of concrete, steel, or approved high-density polyethylene (HDPE) pipe, or ADS shall be installed with the invert bottom of the pipe matching the existing invert of the drainage swale to maintain the flow of storm water. Pipe diameter should be properly size for the swale. Drainage swale elevations shall not be altered without the prior approval of PRARC.

- A 12-foot-wide by 25-foot-deep (into the property) stoned construction entrance adjacent to the road edge is required over the culvert piping during construction
- Landscaping
 - No gravel, rock or mulch, etc. shall substitute as lawn.
 - Shrub masses can be used to screen outside utility areas and to funnel winds and buffer intruding noises.
 - All contour related water runoff due to grading and fill must be properly addressed and mitigated to avoid adverse impact to surrounding properties.
- Fences, Fence Sections **(RC B. 2.) & (RC B 5. E.)**
 - Fences will only be considered on a case by case basis. It is the general intent that Pelican Reef vistas should be open and as natural as possible.
 - If approved, fences are to be screened by plantings to make them less visible from the roads. The plantings used for screening fences should, when mature, make it difficult to see the fencing from the roads.
 - All approved fencing must be located directly behind the house, utilizing the back-rear corners of the home to determine the maximum width of the proposed fence project.
 - The fence footprint on the lot, materials for fencing and plant choices for screening must be presented to PRARC at the time of the request to install a fence. It is up to the discretion of PRARC to decide if the need for the fence, the proposed layout, materials and plantings are appropriate.
 - Above ground fences restricting the movement of wildlife will not be permitted.
 - Generally, fences for the sole purpose of privacy will not be permitted.
 - See Appendix H for physical fence standards.

2.5 RULES AND REGULATIONS SPECIFIC TO NEW HOME CONSTRUCTION

These rules and regulations are in addition to those found in Section 2.4: General Construction Rules and Required Documentation.

All New Home Construction Projects require PRARC approval before work can be started. This approval is valid for a period of 12 months. If construction has not been completed within 12 months, a meeting with PRARC is required and a new application may be requested. If approved, the home owner may be granted an extension up to 120 days to complete the project. After the extension period has expired, if construction is not completed a daily fine of \$25.00 may be issued until the project is completed or until all project construction and related materials are removed from site (Appendix E). **(RC B. 10.)**

Any and all unapproved construction will be subject to sanctions imposed by PRARC which may include a Stop Work Order and/or a fine recommendation (Appendix E) to the Pelican Reef HOA Board of Directors. **(RC B. 2.)**

In addition to specific Pelican Reef requirements, all construction shall comply with all

applicable Federal, State and Local Codes and Regulations.

PRARC will periodically inspect all properties under construction to insure compliance with its Rules and Regulations. A Final Inspection will be conducted to confirm compliance to the approved plan and assess any damage to the Pelican Reef infrastructure prior to the release of the refundable portion of a bond.

NEW CONSTRUCTION BONDS AND FEES

A refundable Construction Bond of \$2,500.00 is required to be posted by the lot owner before PRARC will authorize the construction of any new home project.

Additionally, 2 fees are required for all new home construction projects:

- A \$250.00 non-refundable Application Fee.
- A \$2,000 non-refundable Road Impact Fee.

NEW CONSTRUCTION ARCHITECTURAL REVIEW PROCESS

STEP 1: Submission, by the property owner, of a “Conceptual” plan for approval by PRARC. This “Conceptual” plan may be a rendering of the proposed home or modification, a photograph of a very similar home or the actual plans for the home. **The intent is to establish that the proposed construction will blend well within the community and is generally acceptable without having the property owner incur any substantial expense.** An Approval Request Package outlining all the necessary documentation needed for the construction project will be given to the property owner at this time... **(Step 1 may be combined with Step 2 but not supersede it.)**

STEP 2: A face-to-face meeting is required for all construction projects between PRARC and the property owner (or an authorized agent with a notarized Power of Attorney) to discuss the requirements of the community and review all of the required documentation. The property owner may choose to have their builder attend this meeting with them. **However, the builder may not act on behalf of the property owner at this meeting unless given notarized Power of Attorney.** At the face-to-face meeting, the property owner or authorized agent should submit the following from the Appendix B PRARC Construction Project Checklist, otherwise the approval process will be delayed:

- APPENDIX A: Property Owner Agreement
- The refundable Construction Bond of \$2,500.00
- The \$250.00 non-refundable Application Fee.
- The \$2,000.00 non-refundable Road Impact Fee.
- A copy of original architectural plans which will be kept on file by PRARC
- Samples of exterior finishes to include the material type and color of roof, siding, trim, windows, exposed foundation, and well head cover (if applicable). The PRARC does not keep roof samples after approval.
- A copy of the Pender County Residential building permit and zoning permits.

- A copy of the Pender County Environmental Health Department permits for septic and well placement
- Proof the builder has appropriate liability insurance, (see Section 2.4 of this document for insurance requirements)
- Proof the builder has an unexpired North Carolina General Contractor's License. A property owner building their own home shall submit a waiver of the license requirement.
- A professionally prepared Plot Plan. See APPENDIX F: Construction Terminology Definitions for a description of the required Plot Plan.
- A Landscape Plan. See APPENDIX F: Construction Terminology Definitions for a description of the required Landscape Plan.

2.6 RULES AND REGULATIONS SPECIFIC TO MAJOR PROJECTS NOT INCLUDING NEW HOME CONSTRUCTION

These rules and regulations are in addition to those found in Section 2.4: General Construction Rules and Required Documentation.

Major Projects, which exclude construction of a new home, are those improvements to lots that require two (2) or more heavy equipment trucks to deliver material to the site. Major Projects are deemed as such on a case by case basis by PRARC and may include but are not limited to: renovations, additions, driveway addition or replacement, new large outbuildings, new garages, in-ground pools, retaining walls.

The normal period of completion time for outbuildings or other improvements shall be presumed to be six (6) months from the issue date of the building permit

Any and all unapproved construction will be subject to sanctions imposed by PRARC which may include a Stop Work Order and/or a fine recommendation (Appendix E) to the Pelican Reef HOA Board of Directors. **(RC B. 2.)**

MAJOR PROJECTS BOND

A refundable Bond of \$500.00 is required to be posted before PRARC will authorize the construction of any major project. PRARC may also impose a refundable Construction Bond and/or a non-refundable Road Impact Fee on major projects if it determines the impact to the Community so warrants.

MAJOR PROJECT ARCHITECTURAL REVIEW PROCESS

STEP 1: A written request must be submitted to PRARC, including an APPENDIX A: Property Owner Agreement, which specifically addresses the proposed renovation and/or addition. Following are examples of projects which

require PRARC approval: tree removal, additions, garage/out building, deck, pool, dormer, fence, driveway extension or replacement, dock, gazebo, , repainting the exterior of the dwelling. This is not intended to be an all-inclusive list.

STEP 2: Submission of a “Plan” and supporting literature that clearly defines the extent of the proposed renovation and/or addition. PRARC may, if it deems that the proposed construction is substantial enough, require some of the same items enumerated for “New Construction” (Section 2.5) and the posting of “bond monies” for the protection of Pelican Reef roads and common areas. This determination shall be based upon the size of the project and the overall impact to the Pelican Reef Community.

APPENDIX A: Property Owner Agreement

The Pelican Reef Architectural Review Committee

Association documents require that each property owner seeking to build upon, improve or alter their lot, or add to or modify an existing structure, shall make a request to the Architectural Review Committee (PRARC) prior to commencing any construction activity.

This form shall be submitted by the property owner for consideration and should be accompanied by all required documentation relative to the specific request being made. The 30-day sanctioned time limit for request consideration shall not commence until ALL REQUIRED DOCUMENTATION is received by PRARC.

Lot #: _____

Name: _____

Address: _____

Home Phone: _____, Work Phone: _____,

Cell Phone: _____

Email: _____

Description of work: _____

I (We) certify that I (We) have read the above text, the By-Laws, the Restrictive Covenants, the Architectural Review Rules and Regulations, and the Rules & Regulations of the Pelican Reef Subdivision, and I (we) hereby agree that I (we) will abide by same. Furthermore, I (We) hereby grant permission to PRARC members to enter upon my (our) property for the purpose of conducting their inspections.

Signature: _____

Signature: _____

Date: _____

APPENDIX B: PRARC Construction Project Checklist

Builder Name		Phone #		Cell Phone #	
Lot #		Phone #		Cell Phone #	
Address					
Owner Name					
Conceptual Plan Approval	YES		NO		Date:

Item	Date Submitted	Date Denied	Date Approved	Remarks
Builders Insurance (see Section 2.4 for requirements)				
Proof of North Carolina General Contractor's License or waiver				
New Home Construction Refundable Construction Bond (\$2,500)				
New Home Construction Non-Refundable Application Fee (\$250)				
New Home Construction Non-Refundable Road Impact Fee (\$2,000)				
Major Projects Not Including New Home Construction - Refundable Major Project Bond (\$500)				
Signed APPEDNIX A Property Owner Agreement				
Pender County Building Permit				
Pender County Environmental Health Permit				
Pender County Zoning Permit				
Plot Plan (see APPENDIX F: Construction Terminology Definitions)				
Architectural Plans (see APPENDIX F: Construction Terminology Definitions)				
Samples of exterior finishes to include the material type and color of roof, siding, trim, windows, exposed foundation, and well head cover (if applicable).				
Landscape Plan (see APPENDIX F: Construction Terminology Definitions)				
Notarized Power of Attorney Form Submitted (if builder is acting on behalf of owner)				
HOA Dues Paid and Lot Closed				
Trees Marked For Removal				
House/Septic/Driveway/Well/etc. Staked Out				
Erosion Control Measures in Place (as needed)				
Culvert Pipe installed				
A 12' wide by 25' deep (into the property) stoned construction entrance adjacent to the road edge installed				
Well Head Covers Installed if applicable				
Refuse container On-site				
Portable Toilet in Place				

PRARC Authorized Signature: _____

Date: _____

APPENDIX C: PRARC Final Inspection Checklist

New Construction		Existing Dwelling		Date	
Lot Number and Owner's Name			Address		

** Shaded answers indicate non-compliance.

CHECKLIST ITEMS	YES	NO	N/A
Is the construction (house, garage, siding, roof, foundation, color, etc.) according to the approved plans?			
Are any structures in Drainage Easements?			
Are the swales established with grass within the construction site?			
Is there any existing swale damage within the construction site?			
Is there any existing road damage in front of the construction site?			
Are the A/C, heating, and propane tank units concealed from street view?			
Has all construction equipment been removed from site?			
Does landscaping conform to landscaping plans submitted?			
Has all debris been removed from site and adjacent lots?			
Are rain gutters and downspouts installed and runoff properly directed?			
Were only the approved trees) removed?			
If driveway length is over 50 feet, is driveway width 11 feet or greater?			
Is there any damage to surrounding properties?			

Please add any special issues/considerations below:

PRARC Signature: _____

PRARC Signature: _____

PRARC Signature: _____

APPENDIX D: Builder Sign Advertisement Specifications

Only one (1) sign is allowed on a construction site and must be mounted on a post that holds the permits and inspection reports. These signs are only to be used by builders who are contracted to build a new home or, as property owners are building a speculation home to be sold.

1. Sign dimensions must be 18 inches high by 24 inches in length.
2. Sign is to have a white background with a dark blue lettering.
3. Sign thickness is to be either ½ to 1 inch thick for wood material or .080-inch aluminum.
4. Lettering is to be sandblasted on wood or premium vinyl material on wood or aluminum.
5. Text must state:
 - a. Builder's company name
 - b. Builder's address
 - c. Builder's office and cell phone numbers
6. The text may also state type of work builder does.
7. Sign must be removed when Pender County issues the Certificate of Occupancy.

APPENDIX E: Architectural Review Rules and Regulations Fine Schedule

Date of Inspection: _____ Date of Notification: _____
Lot #: _____ Person Notified: _____
Builder: _____ Method of Notification: _____

Fine Fee: \$50.00 per Violation (RC B. 36.)

- No Refuse Container
- No Erosion Control Silt Fence
- Site Not Cleaned Daily
- No Culvert Pipe (Steel or Concrete) and/or No Stones on Temporary Driveway Entrance
- Damaged Roads (\$50.00 per day in addition to cost of repair)
- Damaged Swale (\$50.00 per day in addition to cost of repair)
- Working Hours Violation
- Unapproved Construction Violation
- The Association may issue a fine to a lot owner in the amount of One Hundred Dollars (\$100.00) for each tree removed without permission from the committee, said fine representing the decrease in value to other property.
- Other _____

Fine Fee: \$25.00 per Day (RC B. 36.)

- Construction Not Completed in Required Time Frame

Comments: _____

This document is notifying you that you may be fined for the above violation/s. Your immediate attention is required on this matter. You have five (5) business days from date of notification to correct the above violations other than Working Hours violations which must be adhered to immediately. If not corrected in five (5) days, a daily fine of \$50.00 (RC B. 36.) may be imposed. Fines will be taken from the posted bond or issued by current management company which will take payment.

Please contact _____ at _____ if you have any questions.

APPENDIX F: Construction Terminology Definitions

The purpose of this section is to explain in laymen's terms the definitions in alphabetical order of construction terminology that is used within the construction industry.

Architectural Plans - An original or a true/unaltered complete copy of the original house plans including exterior elevations. Owned by the builder or property owner.

Architectural Shingles - Any 30-year asphalt/fiberglass shingle that is not of the plain "three tab" type. The shingle must have a profile by means of additional shingle material added to the shingle that gives it the appearance of having "shadow lines". This term is a building industry standard and is the generic term that is widely used and accepted as shingles having the design elements as listed above.

Building Permit - A true copy of the original Building Permit issued by Pender County. If applicable, any separate Permits such as zoning permits, CAMA permits, etc. will fall under the general term of Building Permit and must be submitted in their complete & unaltered state.

Certificate of Occupancy - A formal legal document issued by the County government stating the government's final inspection of a dwelling passed and people are now allowed to live in the dwelling.

Culvert Pipe - A pipe, installed in accordance with the Restrictive Covenants (**RC Section I Page 16**), permanently placed under the driveway in order to allow normal and unimpeded water to flow from the swale leading in to the pipe. Culvert pipes made of concrete, steel, or approved high-density polyethylene (HDPE) pipe, or ADS. Pipe diameter should be properly size for the swale. Plastic, vinyl or fabric will not be allowed. Drainage swale elevations shall not be altered without the prior approval of PRARC

Date of Approval - The Date as noted on the Building Permit issued from Pender County Building and/or Zoning Department(s)

Elevated or Raised Slabs - A foundation system in which the contractor excavates 2 1/2- 3ft deep, then back fills the soil that has been treated for termites and then pours a layer of concrete which becomes the inside floor of the home. The minimum height of this foundation system is 12" above the finished grade.

Infrastructure - Includes but is not limited to:

- Roads, either paved or unpaved
- Utilities such as Electric, Cable TV, Telephone, Gas, Sewer installed by any private or public company
- Common areas including roadsides, easements, wetlands, etc.

Invert - Term used to describe the part of the culvert pipe that is in direct contact with the ground.

Major Project - Major Projects, which exclude construction of a new home, are those improvements to lots that require two (2) or more heavy equipment trucks to deliver material to the site. Major Projects are deemed as such on a case by case basis by PRARC and may include but are not limited to: renovations, additions, driveway addition or replacement, new large outbuildings, new garages, in-ground pools, retaining walls.

Plot Plan – A professionally prepared engineering or survey document. This document should depict the following:

- the exact dimensions of the lot, including any surveyor’s “irons” or stakes indicating corners or changes in direction of lot lines. (for an example see the recorded plats of Pelican Reef lots on file with the Pender County Register of Deeds)
- The dimensions of the proposed construction including buildings, driveways, and walkways including dimensions showing the proposed construction is within the required setbacks.
- wetland areas if applicable,
- The calculated total built upon area (*i.e.* impervious area) demonstrating that the proposed construction is within the allowable built upon area defined for each Pelican Reef lot in the restrictive covenants.

Landscape Plan

- The final grading of the lot to include any ancillary features such as retaining walls, drainage swales, if applicable
- Landscaping (planting beds, natural areas, lawn areas, etc.)

Swales - Contoured ground shaped in a form that will allow water from rain or other sources to be directed in a direction as specified in the plot plan for Pelican Reef. Typically, these are located in front of all building lots so there is a path for water to flow past the lot without causing damaging erosion.

APPENDIX G: Metal Roofing Guidelines

Metal roofing installations should comply with the guidelines below and should have a stated useful life of 30 -50 years or greater. The Pelican Reef Architectural Review Committee must approve the material quality, color, and manufacturing design and installation practices. The installation should meet UL wind load guidelines for coastal NC.

Product Materials: (product weight/thickness as required to meet warranty and environmental conditions)

<u>Material:</u>	<u>Gauge/thickness Range:</u>
<input type="checkbox"/> Aluminum Prefinished	.027" - .032"
<input type="checkbox"/> Coated Galvanized Steel Prefinished	28 ga. - 24 ga.
<input type="checkbox"/> Copper (Plain or prefinished)	12 oz - 20 oz
<input type="checkbox"/> Stainless Steel	.014" - .018"
<input type="checkbox"/> Finish 2B or 2D	
<input type="checkbox"/> No mirror or glossy finish	
<input type="checkbox"/> Galvalume	28 ga. - 24 ga.
<input type="checkbox"/> Zinc (natural or pre-finished)	.6 mm - .9 mm
<input type="checkbox"/> Other as approved by PRARC	

Colors:

- Cool metal roofing technology finish that is Energy Star qualified
- Factory applied coating
- Brown, Black, Blue, Green, Silver, Gray or as approved by PRARC
- Warranty for color fading, caulking, cracking, and chipping

Style:

- Metal Shingle
- Metal Tile
- Metal Shake
- Vertical Panels
 - Width of panels 15 inches - 21 inches
 - Non-structural, Architectural panels

Vertical Panel Construction:

- Concealed fastening system
- Standing seam or batten seam 3/4" – 2" high on vertical panels
- High Temperature Asphalt, Polymer-based, or Synthetic underlayment, 200 degrees F range
- Gable flashing overlap – 3" minimum
- Interlocking or snap seams on vertical panels

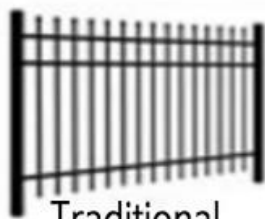
APPENDIX G (cont'd): Metal Roofing Guidelines

Other Requirements and Considerations:

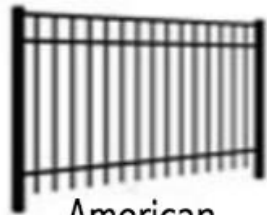
- It is recommended that roof slope should be 14 degrees or greater for water shedding efficiency
- Metal roofs exhibit increased noise levels and increased water flow from rain. Gutter capacity should be considered and replaced or upgraded as needed. Gutters may require reinforcement.
- Use low profile ridge vents if vented
- Warranty requirements:
 - 30 Year Term minimum coverage
 - Product and installation must meet industry standards- UL, NRCA and SMACNA
- Samples for color and panel configuration must be provided
- Snow guards, if used, must be approved by PRARC
- Any roof penetrations should be flashed using the same material and color as the roof panels

APPENDIX H: Fence or Fence Sections Physical Standards

- Maximum height is 48 inches
- Fence and accessories must be constructed of black aluminum
- No vinyl fences or fence sections are allowed
- No fences or fence sections may be installed other than directly behind the rear corners of the house
- Minimum lot offsets to the property lines:
 - Determined by rear corners of house
 - Rear lot offset must be a minimum of 30 feet or as approved by PRARC
 - Water view lot offsets may be adjusted to maintain a natural, aesthetic look as determined by PRARC
- Selected fence style options below:



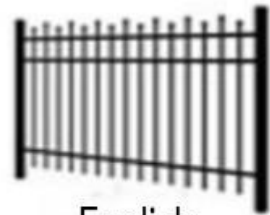
Traditional
English



American
Classic



English
Fincastle



English
Gardens

APPENDIX I: STANDARD PELICAN REEF MAILBOX



- For purchase and installation, request vendor information from PRARC
- Construction is 4x4 post
- White paint with Pelican Reef font and color plus logo
- Install 41" to 45" high as measured from bottom of mailbox (not paper box) to the top of the pavement; see US Postal mailbox install instructions.
- Install the mailbox post ~30" from the edge of the pavement; ensure face of the mailbox is 6" – 8" from pavement
- The post should be buried 18" – 24" in the ground for stability
- Mailbox is white plastic or metal. Dimensions are approx. 9.6"h x 7.9"w x 19.4"L
- No mailbox wraps or oversize mailboxes are allowed

APPENDIX J: Architectural Review Rules and Regulations Revisions

The purpose of this appendix is to record by descending date; revisions, deletions and additions to the original document of *The Pelican Reef Homeowner's Association Architectural Review Guidelines: Revised March 2009*. It is to state in detail what revision took place.

Revision Date	Description
05/01/2020	Clarify requirements for above ground pools and solar panels
01/01/2020	Clarify long standing requirements for fence sections, fence material, trellis and gate additions, and standard mailbox design.
07/31/2019	Increase road impact fee effective on project requests submitted after 8/1/2019.
02/07/2019	Remove confusing or repetitive and incomplete sections. Correct references to restrictive covenants sections. Simplified Appendix B Clarify multiple sections and requirements. Added guidance where lacking.
04/24/2018	Clarify insurance levels and requirements for contractors and provide metal roofing guidelines
06/02/2014	Change to fee schedule to reflect increase to non-refundable Road Impact Fee
05/05/2014	Rewrite and clarification of appeals process
02/06/2014	Clarification of fence policy location
09/07/2012	Rewrite of the document to simplify and clarify the information
06/12/2012	Revised Appendix B to clarify refundable vs. non-refundable fees.
09/21/2009	Rewrite and renaming of the Guidelines document
05/15/2009	Revised Appendix E to add \$50.00 fine to conform to RC B.36