

**THE PELICAN REEF HOMEOWNER'S  
ASSOCIATION**

**ARCHITECTURAL REVIEW GUIDELINES**

**Revised August 2009**

# ARCHITECTURAL REVIEW GUIDELINES

## TABLE OF CONTENTS

Paragraph	Subject	Page
1.	Introduction	3
2.	Architectural Review Process	4
3.	Required Documentation	6
4.	Additional Requirements	7
5.	Variances	10
6.	Appeals	10

### Appendices:

- A. PRARC Construction Project Checklist – Page 11
- B. Property Owner Agreement – Page 12
- C. Final Inspection Checklist – Page 13
- D. Builder Sign Advertisement Specifications – Page 14
- E. Architectural Guideline Fine Schedule – Page 15
- F: PRARC Procedures – Page 16
- G: Construction Terminology Definitions – Page 19
- H: Architectural Review Guideline Revisions – Page 21

## 1. INTRODUCTION

The following ARCHITECTURAL REVIEW GUIDELINES have been prepared to assist property owners, architects and builders, working within Pelican Reef, to understand and become active participants in the building process to assure long-term neighborhood quality. These guidelines will help shape, maintain and enhance the quality of the residences and will be administered by the Pelican Reef Architectural Review Committee (PRARC) known as “**Committee**” during the review process to determine whether a design meets with its approval. It is not the intent of the PRARC to make judgments as to what is beautiful, but 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 and its responsibilities are detailed in the Restrictive Covenants.

This document supersedes all previous **ARCHITECTURAL REVIEW GUIDELINES**.

These guidelines are not intended as a substitute for the Pelican Reef Restrictive Covenants. No rule within this document can overrule a Restrictive Covenant rule, it can only state an existing rule, expand upon it for clarity or state preferences within the rule. Within this document if a Restrictive Covenant rule is stated, it will be referenced as “**RC** and Section Number”. If a rule is not referenced, the rule was added and approved by PRARC and the PRHOA Board of Directors (BOD). Each property owner and builder should read and become familiar with the Bylaws and Restrictive Covenants before building or modifying a home or modifying a lot.

**(RC B. 2.)** PRARC approval is required for the following: clearing a lot or regrading, new home construction, additions, outside remodels or renovation, tree removal, construction of garages or out buildings, decks, pools, dormers, fencing, retaining walls, driveway extension or replacement, docks, gazebos, dog house/pen and any outside construction or changing the exterior color of a home.

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

A refundable Construction Bond of \$2,500.00 is required to be posted before PRARC will authorize the construction of any new home project. PRARC may impose a Construction Bond on smaller projects if it determines the impact to the Community so warrants. In addition to:

- A \$250.00 non-refundable Application Fee shall be submitted for all new home projects.
- A \$350.00 non-refundable Road Impact Fee shall be submitted for all new home projects and may be required for lesser projects if PRARC so determines.

A refundable Bond of \$500.00 is required for **Major Projects** (excludes construction of a new home) that requires 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 the Committee and may include but not limited to: driveway addition or replacement, large outbuildings, garages, in-ground pools, retaining walls, etc.

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

## **2. ARCHITECTURAL REVIEW PROCESS**

**An Approval Request Package shall be submitted to PRARC for consideration prior to commencing any construction activity.** PRARC holds regular meetings the first Thursday of every month at 6:30 P.M. within the Pelican Reef Clubhouse.

**STEP 1:** Submission, by the property owner, of a “conceptual” plan for approval by the committee. 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, structure, outbuilding, deck, fence, etc. The intent here 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. The Approval Request Package will be given to the property owner. **(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 the Committee and the property owner (or an authorized agent with a 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. **The builder may not act on behalf of the property owner at this meeting unless given Power of Attorney.** The property owner/builder **MUST** submit the following at this meeting:**

A. Submission of a complete building package to include a copy of original architectural plans which will be kept by PRARC, a roofing sample, an exterior finish schedule, with samples (and/or literature) to include the exposed portion of the foundation. An exterior color schedule and a proposed wellhead cover treatment. In addition, the property owner should submit copies of the final Pender County zoning permit, their building permit, Pender County permits for septic and well placement (this is shown on initial permit), proof the builder has appropriate liability insurance (as required by law).

B. A "Professionally" prepared "Plot Plan" that must indicate the following:

a. Erosion control measures to be implemented during construction. As a minimum: All disturbed areas shall be encircled with properly installed silt

fencing and a 12 foot wide by 25 foot deep (into the property) stoned construction entrance adjacent to the road edge. These items shall be maintained until construction is completed and landscaping has been established.

b. The final grading of the site to include any ancillary features such as retaining walls, drainage swales, culvert pipes, ponds, berms, etc. Culvert pipes made of Concrete or Steel 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, **(plastic, vinyl or fabric will not be allowed)**.

Drainage swale elevations shall not be altered without the prior approval of the Committee.

c. Driveways and walks (with materials specified)

d. Initial landscaping to be installed (planting beds, natural areas, lawn areas, etc.) shall be identified on a simple sketch.

e. Reference PRARC Construction Project Checklist (Appendix A)

**STEP 3:** Within 30 days of request, PRARC will review the contents for acceptability of the Approval Request Package and advise the property owner, in writing as follows:

- Documentation is incomplete and/or additional documentation is required, or items must be clarified, or
- The Package is approved as submitted and the proposed construction may be staked out on the lot.
- The Package has been denied stating denial reasons:

**STEP 4:** The property owner or builder shall stake out the proposed location of the construction, the septic field (if any) and the well (if any) in order to determine those trees which may be removed in accordance with the Restrictive Covenants. Once the trees to be removed have been identified and the property owner has received formal notification that the Approval Request Package has been approved, and all bonds, permits and licenses have been submitted to PRARC, construction may proceed. Septic system may be installed if all required documentation except building permit has been submitted to PRARC.

## **RENOVATIONS & ADDITIONS SIMPLIFIED**

**STEP 1:** A written request to the committee 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, dog house/pen, re-painting the exterior of the dwelling, etc.

**STEP 2:** Submission of a “Plan” and supporting literature that clearly defines the extent of the proposed renovation/addition. The committee may, if it deems that the proposed construction is substantial enough, require some of the same items enumerated for “New Home Construction” 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.

Renovations/additions may begin once the Committee has issued its written approval of the plan within 30 days from date of request.

The following applies to Construction Projects:

**(RC B. 10.)** Approval by PRARC is valid for a period of 12 months. The normal period of completion time for outbuildings or other improvements shall be presumed to be four (4) months from the issue date of the building permit. 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, if construction is not completed, a daily fine of \$25.00 may be issued until project is completed or all project construction and materials removed from site. **(Appendix E)**

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 requirements and will conduct a Final Inspection, to confirm compliance and assess any damage, prior to the release of the refundable portion of a bond if applicable.

### **3. REQUIRED DOCUMENTATION:**

Please refer to the following Restrictive Covenant **(RC)** cites and the Check-List **(Appendix A)** to ascertain what documentation is required Prior to commencing any construction activity:

- \* All Improvements and/or changes to existing lots and/or buildings **(RC B. 2.)**
- \* Tree Removal **(RC B. 4.)**

Any hardwood tree may be removed within building footprint, septic field and driveway sites or within 12 feet from main dwelling. Any pine tree may be removed within building footprint, septic field and driveway sites or within 20 feet of main dwelling. Otherwise, to remove any kind of tree in excess of 6 inches in diameter at the ground level must get approval by the Committee or a fine may be issued. **(Appendix E)**

\* **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 Guide Lines

\* **Driveway Connections (RC B. 7.)**

\* **Completion Within One (1) Year (RC B.10.)**

\* **Modular Homes (RC B.12.)**

\* **Wells (RC B.13.)**

\* **Clearing & Above Ground Pools (RC B.15.)**

\* **Driveways & Parking (RC B.16.)**

Driveways and parking areas are to be constructed of concrete, aggregate concrete, brick or asphalt. 100% of driveways are to be constructed of one of the approved materials. Split driveways are not allowed.

\* **Mail Boxes (RC B. 23.)**

\* **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.)**

**4. ADDITIONAL REQUIREMENTS:**

**4.1** Each General Contractor working within Pelican Reef, for a property owner shall:

\* Provide a current Certificate of General and Automobile Liability Insurance in the amount of **One Million Dollars** and maintain said insurance through the issuance of a Certificate of Occupancy. (Our Insurance carrier will provide updated limits of coverage as the requirements change.)

\* 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. A property owner building their own home shall submit a waiver of the license requirement.

\* A copy of the Pender County Health & Building Permits for the project.

**4.2** Should a Property Owner decide to build their own home, they shall be required to provide the same insurance as a General Contractor and comply with all requirements as if they were a General Contractor.

**4.3** 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.

**4.4** 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 shall be emptied on a regular basis.

**4.5** Construction personnel shall not bring pets into Pelican Reef.

**4.6** 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.

**4.7** 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.

**4.8 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. Vehicles making deliveries shall be positioned such that they will not impede the normal flow of traffic. No vehicles and/or trailers shall be permitted to remain on the site overnight without the prior approval of the Committee.

**4.9 Roofing & Roof Accessories** – Roof shingles shall be 25 year Architectural Style or an approved equal. 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. All new homes must have rain gutters and downspouts on roof lines. If the lot has a natural run-off area within 20 feet of main foundation, underground piping for water runoff from downspouts to the run-off area is required.

**4.10 AC Package and Condensing Units** – 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.

**4.11 Boardwalks, Docks, Piers and Viewing Areas** - Owners of water front/marsh front home sites, after receiving all Governmental and PRARC approvals may build a boardwalk to provide access to the water, limited to 6’ in width (walkway). Gazebos may be approved if they are of an acceptable size and do not interfere with neighboring views of the water. The gross surface area of a deck and/or a constructed platform for a viewing area shall not exceed 200 square feet and shall be located at the terminus of the boardwalk.

**4.12 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.

**4.13 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 visual pleasing products acceptable to the Committee.

**4.14 Garages** – Each residence constructed within Pelican Reef shall have a garage (attached or detached) for at least two (2) full sized vehicles. Side-facing garages must have a driveway apron of at least 24 feet in width opposite the garage doors unless otherwise approved by PRARC.

**4.15 Culvert piping** made of cement or steel must be installed within swales under temporary driveway during a new home construction and then permanently when concrete driveway is poured. When permanently installed, piping is not to be crushed and 100% functional as intended. 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.

**4.16** 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.

**4.17** Within 60 days after the date of issuance of a C.O. by the County, landscaping, cleanup, repair of any damage and construction equipment removal must be completed as shown on the plans approved by PRARC *unless* there is an extreme weather situation. If the PRARC final inspection report has items to be completed, owner/builder shall have fifteen (15) days to complete the items otherwise a daily fine of \$25.00 may be issued. **(Appendix E)**.

**4.18** Side setback for driveways must be a minimum of five (5) feet unless County or PRARC approves differently.

**4.19 (RC B. 7.)** 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.

**4.20** Two (2) car garages are required on all new homes and are to have side-facing or rear entrances unless the lot cannot accommodate it.

**4.21** Garages, outbuildings for storage of tools, garden equipment, etc., shall be constructed from the same materials (type and color) as the main house or as approved by PRARC. Detailed plans must be submitted to PRARC.

**4.22 FENCES, (RC 4.5), (RC B. 2.) & (RC B 5. E.)** Fences will be considered on a case by case basis. It is the general belief that Pelican Reef vistas should be open and as natural as possible. Fences are recommended 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. 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 designed to restrict the movement of wildlife will not be permitted.

Generally, fences for the sole purpose of privacy will not be permitted

While "invisible" dog fences are preferred by the PRARC for animal containment, PRARC realizes that they do not keep animals away from your pet. In that regard, the PRARC, upon written petition will consider chain link dog pens WITH THE FOLLOWING MINIMUM LANDSCAPE SCREENING: Plants shall be of a "bushy" type and shall be equal to one-half the height of the proposed pen, at the time of planting as measured from the adjacent grade. (No pen shall exceed six feet in height). The plants shall be spaced at a distance equal to or less than their height.

#### **5. VARIANCES:**

Should a property owner feel that certain portions of these ARCHITECTURAL REVIEW GUIDELINES are inappropriate, based on the design elements of his/her particular residence, then the owner may apply for a variance. The burden of establishing the reason(s) why a specific requirement is not appropriate lie(s) 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 GUIDELINES.

#### **6. APPEALS:**

Should a property owner have an issue with a decision rendered by PRARC, that property owner may appeal said decision to the Pelican Reef Adjudicatory Panel (AP). Such appeal shall be made in writing to the Board of Directors who will instruct the AP to schedule a hearing on the matter in question. Decisions of the AP may be appealed to the Board of Directors.

# Appendix A

## PRARC Construction Project Checklist

<b>Builder Name</b>		<b>Phone #</b>		<b>Cell Phone #</b>	
<b>Lot # &amp; Owner</b>		<b>Phone #</b>		<b>Cell Phone #</b>	
<b>Conceptual Plan Approval</b>	YES		NO		<b>Date:</b>

Item	Date Submitted	Date Denied	Date Approved	Remarks
Builders Insurance				
Builders License				
Building Permit				
Builders Bond Received (\$2,500)				
Application Fee Received (\$250)				
Road Impact Fee Received (\$350)				
Major Project Refundable Bond (\$500)				
Pender County Health Permit				
Lot Survey Plan w/Set-Back & Elevation				
House Architectural Plans				
Ext. Finishes-Roof, Siding, Colors, Trim				
Driveway and Walkways Sketched Out				
Landscape Design Sketch Submitted				
Power of Attorney Form Submitted				
HOA Dues Paid and Lot Closed				
Trees Marked For Removal				
House/Septic/Driveway/Well Staked Out				
Erosion Control Measures in Place				
Culvert Pipe installed (Only steel or concrete) A 12' wide by 25' deep (into the property) stoned construction entrance adjacent to the road edge installed				
Well Head Covers Installed				
Refuse container On-site (Clean daily)				
Portable Toilet in Place				

PRARC Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix B

## 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 request to the Architectural Review Committee 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 the Committee.

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_, Work Phone: \_\_\_\_\_,  
Cell Phone: \_\_\_\_\_

Lot #: \_\_\_\_\_

Description of work: \_\_\_\_\_

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

I (We) certify that I have read the above text, the By-Laws, the Declaration of Covenants, the Architectural Review Guidelines and the Rules & Regulations of the Pelican Reef Subdivision, am (are) aware of the Pelican Reef 25mph speed limit and will notify builder and all subcontractors of speed limit 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.

Lot #: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Appendix C

## PRARC Final Inspection Checklist

<b>New Construction</b>		<b>Existing Dwelling</b>		<b>Date</b>	
<b>Lot Number and Owner</b>			<b>Address</b>		

	YES	NO	N/A
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 air conditioning 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?			
Number of trees approved for removal (outside of actual house footprint.)			
If driveway over 50 feet, is driveway width 11 feet or greater?			
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 sign is allowed on that construction site and must be mounted on post that holds the permits and inspection reports.**

- 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 either to be 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:**
  - i. Builder's company**
  - ii. Builder's address**
  - iii. Builder's office and cell phone numbers**
- 6. Text may also state type of work builder does.**
- 7. Logos and graphics not allowed on sign.**
- 8. Sign must be removed when County issues CO.**

# Appendix E

## Architectural Guideline Fine Schedule

Date of Inspection: \_\_\_\_\_ Lot # \_\_\_\_\_

Builder: \_\_\_\_\_

Fine Fee: **\$50.00 per Violation (RC B. 26.)**

Date of Notification: \_\_\_\_\_

- 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 (At Cost)
- Damaged Swale (At Cost)
- Working Hours Violation
- Unapproved Construction Violation
- Other \_\_\_\_\_

\_\_\_\_\_  
**Person Notified and Method Sent**

**Fine Fee: \$25.00 per Day (RC B. 26.)**

- 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. 26.)** may be imposed. Fines will be taken from the posted bond or issued by current management company which will take payment. Should you have questions,

Please contact \_\_\_\_\_ at \_\_\_\_\_  
if you have any questions.

## Appendix F

### Pelican Reef Architectural Review Committee (PRARC) Procedures

The purpose of this appendix is to record PRARC procedures so future Committee members will have a document of procedures to follow and to ensure there is consistency from one Committee to another in the approval process of construction projects.

Revisions of these guidelines (**Appendix H**) should occur no more than every eight (8) to ten (10) years unless something significant should occur for specific items, such as; the introduction of new materials, County requirements or the like, and should never occur without a written request of review and change from the Pelican Reef Board of Directors.

All future revisions to the Revised Guidelines must have this procedure appendix in it. The Committee procedure appendix is never to be omitted from future revisions.

#### **PRARC Meeting Procedures:**

PRARC is composed of five (5) Committee members, all residents of Pelican Reef and who are volunteers appointed at the discretion of the Pelican Reef Homeowners Association Board of Directors (**PR Bylaws Article V Section 2**). Each member shall have a two year term. PRARC shall have two members' terms expire one year and three members' terms expire the next year in 2010. A member may serve two consecutive terms. If a member serves two complete terms or more than one term plus twelve (12) months of a second consecutive term, that member must not serve again on PRARC until at least one (1) year has passed.

If a member steps down from service on PRARC before their term is expired, that member's term is considered ongoing by the person filling the outgoing person's position. The new member's term shall expire at the same time as the person whose position he/she filled. The new person may serve one or two more terms, depending on how many months were left in the term they assumed.

Terms begin September 1 and end August 31 two (2) years hence. Two (2) members will begin service in even years (2008, 2010, 2012, etc.) and three (3) will begin service in odd number years (2009, 2011, 2013, etc).

A Chairperson, Vice Chairperson and Secretary are to be elected among the five (5) members appointed by the BOD.

Any member not able to attend a meeting is to notify Chairperson or Secretary at least one (1) day before the meeting.

Unless posted on the community bulletin board, PRARC meetings are held every first Thursday at 6:30 pm at the community center. A sign-up sheet will determine the order an applicant will be able to present their project to the Committee.

At regular meetings, no approval will be given while applicant is present, Committee needs to discuss project and possibly investigate before decision given. The applicant will be notified of the time frame the Committee will respond with an answer.

A majority of three (3) approval votes from Committee members will determine approval of a request. All five (5) Committee members must vote on applicant's project request except in the event of a member's long term illness or not able to communicate with the Committee for two (2) weeks or for dead trees that may cause damage. In these cases, all five (5) members do not have to vote where three approval votes are sufficient for an approval and response given in a timely fashion. Since the Committee has thirty (30) days to respond to a request, it is in the community's best that all members voice their views and have a vote.

Before any approval is given, builder or owner must sign **Property Owner Agreement (Appendix B)** form stating they read and understand the PRARC Guidelines and Restrictive Covenants plus gives Committee members permission to visit their lot for inspections.

For final inspections to determine if project was completed as submitted and passes the Final Inspection Checklist, all five (5) members do not need to vote. Only the members who visited and inspected the project are allowed to vote where three (3) approval votes will determine the project is completed.

Minutes of the Meeting will be taken and submitted to the Board of Directors within seven (7) days after meeting. All PRARC decisions will be recorded within the Minutes and each decision will reference a statement within the Restrictive Covenants, Pelican Reef Rules and Regulations or Architectural Review Guidelines if applicable to back up the decision. Abbreviated Minutes of the Meeting will be published within the Pelican Brief newsletter and posted on the community bulletin board.

#### **PRARC Property Inspection Procedures:**

PRARC policy is for Committee members to inspect construction projects at various times during the construction period of a project and to do a final inspection of the project when completed. Other inspections may be required if the following occurs:

- Lot owner cutting down trees without PRARC approval
- Commencing construction of a project or lot clearing without PRARC approval
- PRARC is notified by a Pelican Reef resident of a construction violation

At no time are the members of the Committee to enter a lot owner's property unless given permission verbally by phone or in person from the lot owner, via email or having the lot owner sign the Property Owner Agreement form. **(Appendix B)**.

**Procedure for Builder or Owner construction violation:**

If any Committee member determines there is a PRARC construction violation, they are to fill out violation form, inform all Committee members of violations who may investigate then vote if the violation sheet is to be given to the builder and/or lot owner.

PRARC Secretary is to inform all HOA BOD members of violation and send violation form to builder and lot owner.

# Appendix G

## 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 as approved by the Pender County Building Inspections Department with no alterations to the plans that were not approved by The County.

**Architectural Shingles** - Any 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, permanently placed under the driveway in order to allow normal and unimpeded water to flow from the swale leading in to the pipe.

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

**Hardi-Plank** - A generic term used to describe a type of siding material made from using cement as the primary substrate. This material is also sometimes called "cement board" and may be of a lap or panel type. May also be called by the Brand Name: Hardi-Board

**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.

**Plot Plan** - An engineering document specifying the exact dimensions of a building lot, including any surveyor's "irons" or stakes indicating corners or changes in direction of lot lines. This document is to clearly show all lot line distances, wetland areas if applicable, set backs and other information that may be pertinent to the location of a home and related items such as well location and septic location. For the purposes of PRARC this document shall be an original or a true copy of an original and shall have a current date and include the PE or surveyors official stamp.

**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 H

## Architectural Review Guideline 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.

<b>Revision Date</b>	<b>Revision Description</b>
05/15/2009	Revised Appendix E to \$50.00 fine to conform to <b>(RC B. 26.)</b>