

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
NEW HOME CONSTRUCTION REQUIREMENTS

Written response to your “Application to Construct a New Home” will be given within ten (10) days of receipt. Timely response is necessarily conditioned on timely provision by homeowner or representative(s) of information necessary for ARC review.

Please be advised that for all Arboretum Community Association (ACA) and Architectural Review Committee (ARC) associated matters, the homeowner is ultimately responsible for all incidences related to non-compliance and damages, including any and all restorations and any associated fines. Please refer to the ACA Fine Schedule which has been included with this application.

Your application must include the following submissions:

1. A copy of your deed showing property ownership and acknowledgement of required compliance with Arboretum Community Association Restrictive Covenants and Bylaws.
2. A current survey map of your lot, with relevant boundaries, building setback lines, and pin locations indicated on the survey map and on the homesite.
3. Calculations of the impervious square foot area for residence, driveway, walkways, and concrete HVAC pads if unit is not elevated.
4. Two (2) sets of floor plans, drawn to a scale of 1/4 inch to the foot, all elevations drawn to a scale of not less than 1/8 inch to the foot. No dwelling under 1600 square feet, and 1200 square feet for the ground floor of a two-story building; a dwelling exceeding 2.5 stories (35 feet) in height are permitted, except as provided in the Restrictive Covenants.
5. Two site maps:
 - Map one – displays the location of buildings, driveways, parking areas, walkways, piers, exterior air conditioning, exterior heating units, and propane tanks. (Please note that all trash storage areas, on-ground propane tanks, and above-ground air condition and heating units must be screened.)
 - Map two – displays all trees on the property, with those proposed for removal marked with a red circle. The ARC will review this map, as well as the property, and will mark trees approved for removal with an ‘X’. The ARC will return a copy of the marked-up map to the owner or contractor so that it may be consulted when removing trees from the property.
6. Please place the landscaping plan you have developed within a topographical map, indicating the following when applicable:
 - a. The proposed placement of new bushes, trees, lawns, other plant life, and planting beds.
 - b. The placement of new landscaping statuary, ornamentals or other objects such as fountains, seating area, etc.

Please indicate the genus of the plant or tree life to be used for each group of new planting and lawns.

7. Information on color and materials for construction, including foundation, siding, windows, roof, porches, decks, piers, walkways, and driveways.
8. The names, addresses, and phone numbers of the intended architect and/or contractor. The name, address, and phone number of the person responsible for making decisions regarding Restrictive Covenants and Bylaws or regulation-related issues if different from the intended architect or contractor. **Please note: The Chair of the ARC must be promptly advised of any changes in contractor, architect, or responsible person.**
9. Contractor's Certificate of Insurance showing coverage amounts for both Liability and Workman's Compensation. A copy of the contractor's current license certificate indicating their building limit level should be included. Should either the contractor's license or insurance coverage expire during the construction process, it is the responsibility of the homeowner to provide valid and current documentation of either or both as is necessary.
10. The proposed schedule for start and completion of construction and landscaping.
11. A deposit of two thousand dollars (\$2,000) must be submitted as a Compliance-Damage-Completion bond, payable to the Arboretum Community Association at the time the "Application to Construct a New Home" is submitted.

Fines imposed for noncompliance with Arboretum Community Association Restrictive Covenants and Tree Policy may be assessed against the above bond. However, fines and assessments of other actions for noncompliance, are not limited to the amount of the Compliance-Damage-Completion bond. Fines in excess of the \$2,000 bond will be levied.

Once the ARC is satisfied that there have been no unrepaired damages to common areas or other home sites, that the required landscaping has been completed, that there has been compliance with ACA Restrictive Covenants and Bylaws; and, the homeowner has received a Certificate of Occupancy, any remaining balance of the bond will be refunded.

The following must be accomplished:

1. The footprint of the dwelling, along with any walkways, piers, and driveways, must be outlined on the lot using rope or string.
 - a. Trees that are less than twelve (12) feet from the dwelling perimeter or within three (3) feet of driveways, piers, decks, or walkways may be removed.
 - b. Prior to removal of any trees, trees proposed for removal must be marked with a **white** ribbon or band so that their locations may be viewed by the ARC.

- c. **All tree removals must be approved by the ARC.** A tree approved for removal will be marked with **red** ribbon by the ARC. Trees approved for removal, those within the building perimeter, within 12 feet of the building or within 3 feet of the driveway, will not have to be replaced. Tree removal without ARC approval is subject to fine. The ARC will use the tree site map to determine if non-approved trees have been removed.
2. Any modification of submitted plans, including expansion or exterior renovation, must be submitted for review and approval by the ARC.
3. Compliance with the latest building and tree removal requirements of the Town of Caswell Beach and applicable CAMA and NC Division of Water Quality and storm water regulations.

After review of the application and homesite, the ARC will make an appointment to meet with the contractor/builder and homeowner, if available, to review the new home plans, the ACA and ARC "Requirements for New Home Construction," "Regulations for Contractors, Sub-contractors, and Suppliers," and any other information pertinent to the new home construction.

At that time, the ARC Chair will request the homeowner(s) signature on a "Memorandum of Acknowledgement," confirming that the ARC Chair has reviewed, with the homeowner(s) and contractor/builder, the procedures and regulations pertinent to the construction of a new home in the Arboretum community. Further, that the homeowner(s) agrees to accept penalties and/or fines as explained for violations thereof.

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REGULATIONS FOR CONTRACTORS, SUB-CONTRACTORS & SUPPLIERS

1. **WORK HOURS:** 7:00 AM to 7:00 PM, Monday through Saturday, exclusive of the 7 generally accepted major holidays. From 6:00 PM to 7:00 AM is a quiet time; no radio, saws, hammering, screaming, etc. Sunday work is **NOT** allowed.
2. **SPEED LIMIT: 15 MPH.** Contractors are responsible to ensure that all employees and sub-contractors obey the posted speed limit.
3. **NO COMMERCIAL VEHICLES ON COVERED BRIDGE:** All commercial vehicles **must** use the service road. Contractors are responsible to ensure that all employees and sub-contractors use the service road. There seems to be an issue when focusing on GPS to arrive at their destination. **The Primary Contractor will be held responsible for any damage to the bridge.**
4. The Primary Contractor is responsible for repairing common ground in front of any construction site and any damage to water access boxes, sprinkler heads, and any Arboretum Community Association property that may be damaged.
5. **Contractors must manage their vehicle parking so that emergency vehicles, including fire equipment, can pass.**
6. The worksite must be kept free from all rubbish, debris, and surplus materials that may accumulate during the construction process. The site must be cleaned up at the end of each work day and all debris placed in a dumpster.
7. Any trees to be removed from the site must be expressly approved and marked with a ribbon as defined by the Architectural Review Committee procedures.
8. If tree removal contractors will position equipment on Arboretum roads, proper safety measures must be employed. Traffic cones, tape, or other means to alert and, if necessary, divert traffic, must be used.
9. Music, whether from radio or other devices, must be played at a reasonable level.
10. Small contractor signs are permitted on the site with ARC approval. Signs are for the purpose of guiding deliveries to the site. Sub-contractor signs are not permitted.
11. Sanitary facilities must be provided during construction, remodeling, or demolition activities. The facilities must be placed on the construction site, not on the neighbor's property nor on Arboretum Community Association common grounds.
12. **No trailer longer than 40 feet is permitted on Arboretum roads as it is difficult for trucks to navigate the turns.** Our community continually experiences damage to our medians, brick walls, curbs, vegetation, etc. The Primary Contractor will be responsible for any damages.

ARBORETUM COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
MEMORANDUM OF ACKNOWLEDGEMENT

Property Owner(s): _____ Lot # _____
Address: _____

Acknowledgement is hereby made by: _____
Homeowner(s)s Name(s) Printed

that I/we the homeowner(s) of the above referenced property in the Arboretum Community Association, confirm that the ARC Chair has reviewed with me/us and the contractor/builder the procedures and regulations pertinent to the construction of a new home in the Arboretum community. Further, that I/we, as the homeowner(s), agree to accept the responsibility of, penalties and/or fines as explained for violations thereof to any Restrictive Covenants, Bylaws, Regulations, and Construction Requirements; as well as, any damage to Arboretum common ground or other homeowner's property.

Further, I/we agree to provide a copy of the following documentation:

- Valid and unexpired Certificate of Insurance for Liability and Workman's Compensation
- Valid and unexpired Contractor's License Certificate with Building Limit Level

If coverage for either of these documents expire during the construction process, I/we will provide current and unexpired documents for the duration of the construction process.

Signatures:

ARC Chairperson: _____ Date: _____

Homeowner(s): _____ Date: _____

Homeowner(s): _____ Date: _____