



SEA TRAIL

MASTER ASSOCIATION

Architectural Design Standards,
Construction Standards,
and Builder Information

Revised and Effective
March 4, 2008

Forward all inquiries and correspondence to:
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73-A Clubhouse Rd.
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ARCHITECTURAL DESIGN STANDARDS

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FORMS:

1. REQUEST FOR SITE INSPECTION
2. REQUEST FOR FOUNDATION SURVEY
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EXHIBITS:

- | | |
|---------------|---------------------------------|
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PREFACE

The architectural and aesthetic criteria contained in this Sea Trail Architectural Design Standards, Construction Standards and Builder Information is adopted pursuant to the authority contained in Article IV, Section 3.D., and Article X, Section 1 of the Amended Consolidated Master Declaration and Development Plan for Sea Trail Plantation.

In order to assure that high design standards are achieved and to assure a continuity of physical development such that future development will be compatible with existing development, Sea Trail Corporation (The, "Developer") has declared and recorded covenants, conditions, and restrictions applicable to the Sea Trail Declaration. That Declaration establishes the Architectural Standards Committee, herein after referred to as the "ASC", and sets forth its jurisdiction, powers, obligations, rules and regulations under which it will conduct its review of proposed improvements. Any statements contained in this document are to condense, amplify or clarify provisions of that Declaration. Any capitalized term shall have the definitions provided herein, or as provided in the Declaration. In the event of a conflict, the Declaration's provisions will prevail.

The ASC, by its approval of structures, does not in any way take responsibility for the structural soundness of buildings or that the building(s) meets any restricting state or local codes. *Where these Standards are more restrictive than those of the Town of Sunset Beach, County or State regulations, these restrictions shall apply.* Also, the ASC, by its approval of structures, fill operations or land shaping, does not in any way take responsibility for proper lot drainage pertaining to: water flowing on to adjacent properties; changes made to or obstruction of any existing subdivision drainage; or compliance with state or local storm water regulations pertaining to the Property Owner's (the "Owner") lot.

The Property Owner is urged to carefully review all provisions of the declaration as amended and, in particular, Article IV, Sections 3, 4, 5, 6 and 7 prior to submitting an application to the committee.

The Property Owner will attest that he/she has read this document by their signatures on the Construction Agreement, Exhibit #6.

I. ARCHITECTURAL STANDARDS COMMITTEE

The Architectural Standards Committee has been established to ensure high aesthetic standards and architectural harmony that will enhance the beauty of Sea Trail. The Developer established the Architectural Standards Committee, herein after referred to as the "ASC", per the Master Declaration Covenants and Restrictions.

The ASC, by its approval of structures, does not in any way take responsibility for the structural soundness of buildings or that the building (s) meets any restricting state or local codes. *Where these Standards are more restrictive than those of the Town of Sunset Beach, County or State regulations, these restrictions shall apply.* Also, the ASC, by its approval of structures, fill operations or land shaping, does not in any way take responsibility for proper lot drainage pertaining to: water flowing on to adjacent properties; changes made to or obstruction of any existing subdivision drainage; or compliance with state or local storm water regulations pertaining to the Property Owner's (the "Owner") lot.

A. Committee: The ASC will consist of not less than three (3) or more than five (5) members that are appointed by the Board of Directors of the Developer and will include an independent consultant. The Chairperson approved by the Developer shall act as the presiding officer at the meetings.

B. ASC Administrator: The Administrator, who is appointed by the Developer and reports to the committee, is responsible for the day-to-day management of the ASC as follows:

- Receive and process all submittals to the ASC.
- Answer questions concerning the ASC and represent the ASC to property owners and the public.
- Supervise field inspections.
- Prepare routine correspondences for the ASC.
- Prepare and maintain minutes of meetings.
- Perform compliance inspections to determine that work in progress conforms to the Sea Trail Architectural Review Standards and all approvals and certificates of compliance.
- Maintain individual files for each homeowner who has submitted plans for new construction or design changes.

NOTE: The office address for the ASC Administrator is: 73 Clubhouse Rd, Sunset Beach, NC 28468, Phone 910-287-1192, and Fax 910-287-7372

C. Meetings: The ASC shall meet on the third Thursday of each month, as well as when called upon by the Administrator. All meetings will be held at Sea Trail. In order to allow time for the Administrator to review all submittals; all necessary information must be received in the Administrator's office by 5:00 p.m. on the Friday prior to the third Thursday of each month.

D. Right of refusal: Committee shall have the right to refuse to approve any plans and specifications or grading plans which are not suitable or desirable, in its sole discretion, for aesthetic or any other reasons.

E. Submittals: *Only completed submittals as determined by the ASC Administrator will be reviewed at the meeting. All decisions will be final. The applicant will provide two sets of plans, one of which will be retained by the ASC as part of a permanent record, along with colors and materials. Applicants will be notified, in writing, of all decisions of the ASC. Oral representation of any decision will not be valid and will not represent decisions of the ASC. Incomplete submittals will be returned to the applicant if the fees, plans and all other required materials and samples, as noted in Section VI, are not attached at time of submittal. Incomplete submittals may be subject to additional review fees as*

determined by the committee.

F. Fees: The following fees are applicable:

- | | | |
|------------------------------------|-----------|--------------------------|
| 1. ASC Review Fee (non-refundable) | \$1000.00 | |
| 2. Construction Deposit | \$7500.00 | (prior to site clearing) |
| 3. ASC Design Change Review | \$150.00 | (each submittal) |
| 4. Alteration/Additions | \$150.00 | (existing homes) |

(These fees are subject to change. Please check with the ASC before submitting applications to avoid delays.)

- G.** The Committee shall, within forty-five (45) days after receipt of each **complete** submission of the plans, advise the party submitting the same in writing, at an address specified by such party at the time of submission, (i) the approval of Plans or (ii) the segments or features of the Plans which are deemed by such committee to be inconsistent or not in conformity with these Protective Covenants, and/or the Design Guidelines, the reasons for such finding, and suggestions for the curing of such objections. In the event the Committee fails to advise the submitting party by written notice within the time set forth above of either the approval or disapproval of the Plans, approval shall be deemed to have been given. Notice shall be deemed to have been given at the time the envelope containing such notice, properly addressed, and postage prepaid, is deposited with the U.S. Postal Service, registered or certified mail, return receipt requested. Personal delivery (i.e. fax or email) of such written notice shall, however, be sufficient and shall be deemed to have been given at the time of delivery.
- H.** If construction does not commence on a project for which Plans have been approved within nine (9) months of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to resubmit the Plans for reconsideration.
- I.** Once construction has been initiated on a lot, the Owner thereof must complete such construction within 12 months. If an Owner does not comply with such schedule, then Declarant, the Board and the Association shall each have the right (but not the obligation) to complete such construction on Owner's behalf and at such Owner's expense. In the event the Declarant, the Board or the Association exercises the right provided in the immediately preceding sentence, then Declarant, the Board and/or the Association (as the case may be) shall be entitled to collect from such Owner, in addition to a reimbursement of all costs expended in the completion of construction of the lot, an administrative fee for such work, which fee shall be equal to twenty percent (20%) of the costs incurred by such party in completing the work. Any and all of the foregoing costs and fees that may be incurred by or payable to Declarant, the Board and/or the Association shall be a charge and continuing lien upon such lot until paid, and Declarant, the Board and/or the Association may bring an action against such Owner, or foreclose the lien against the property in the same manner as provided in North Carolina for the foreclosure of deeds of trust, or both, and, in either event, interest, costs and reasonable attorney's fees of any such action shall be added to the amount payable to Declarant, the Board and/or the Association.

II. SITE DESIGN STANDARDS

- A. Driveways & Parking:** Driveways, turnarounds, and excess parking areas must be surfaced with brick, concrete pavers, cobblestones, stamped concrete, poured concrete, or exposed subdividing aggregate. A concrete driveway may be enhanced by bordering and with other materials such as brick, concrete pavers, or cobblestones. The driveway must provide adequate drainage provisions to accommodate a heavy downpour. All drives must provide a substantial apron at the road edge. Driveways must be a minimum of ten feet (10') wide. Driveways parallel to the property line must

have two feet (2') minimum planted area along the property line. Excess parking (parking outside the garage) must be provided for two (2) automobiles. For safety purposes when entering and exiting the home, the ASC highly recommends, and in most cases, will require a driveway turn around area. (See Exhibit # 2)

- B. Walkways:** Walkways are required from the front door of the home to the driveway and must be a minimum width of three feet (3'). Acceptable front walkway materials include, but are not limited to: natural stone, brick or concrete pavers and cast-in-place concrete. Walkways must be constructed according to the approved plan.
- C. Driveway Connections:** The driveway must be staked and formed. Driveways shall stop at the edge of pavement with a one inch (1") formed edge above the edge of the pavement. Some driveways may require the installation of a culvert. Once the driveway forms are in place, prior to the pouring of the material, the Connection to Roadway Form #4 must be submitted and approved. Culvert pipe is to be a minimum of fifteen inches (15") diameter and extend two feet (2') past the edge of drive on both sides. Bottom of culvert pipe must rest in lowest portion of graded ditch. Flared end sections shall not be less than two feet (2') in length and must be placed at each end of the culvert. The ditch must be graded including culvert, in order to ensure positive drainage. The edge of the drive is to be grassed or planted. Any deviation must be approved by ASC. The Developer may remove drive material extending into the street pavement and repair the same, and charge the cost to the Property Owner.
- D. Street Repairs:** The owner is responsible for any damages to the street and/or curbing resulting from construction on his property. The Owner is to repair any damages to match the existing paving and/or curbing material. If the damage is not repaired by the time the Owner takes his Certificate of Occupancy, the ASC may repair the damages and charge the cost to the Owner. No alteration to the street drainage system is permitted.
- E. Exterior Appearance:** For a more pleasing aesthetic appearance, the ASC strongly recommends garages that protrude past the front entry be sited so that the garages will be adjacent to garages on adjoining home sites. For example, house "A" has garage on right side of the lot, house "B", to the right of house "A" should have the garage on the left side of the lot. In addition, the ASC will take into consideration the location of adjacent homes and may require site adjustments accordingly.
- F. Exterior Lighting:** Exterior lighting will enhance the beauty of your new home and is encouraged. Plant lighting and landscape lighting plans must be included and submitted at the time you submit the landscape plan. All exterior lighting must be approved by the ASC prior to installation.
- G. Service Yards:** Each Multi-family Association and each Owner of a lot shall provide visually screened areas to serve as service yards. Garbage equipment, mechanical equipment, off-road vehicles, materials, supplies and equipment which are stored outside must be placed or stored so as to conceal them from view from roads, golf courses and adjacent properties. Likewise, screening shall harmonize in character and color with the house. Six feet (6') is the maximum height allowed for any such utility screen. Construction details and locations of all screens must have ASC approval prior to construction. Landscaping and planting materials must be at least three feet (3') high at time of installation.
- H. Water-Run-Off Requirements:**
 - 1. All approvals issued by the ASC incorporate the provisions of Article 21 of Chapter 143 of the General Statutes of North Carolina, and the rules and regulations of the State of North Carolina

concerning storm water management, as said laws, rules and regulations may be modified, amended, or replaced from time to time (the "Storm Water Regulations") and the approved storm water master plan for Sea Trail ("the Storm Water Permit") applicable to the property which is the subject of said approval as if fully set out therein.

2. According to the N.C. Division of Environmental & Natural Resources, water run-off must be controlled on the Property Owner's property so that problems are not created for any adjacent Owner, Sea Trail or The Town of Sunset Beach. **Water problems created by property not complying with these requirements will be corrected at the expense of the Owner of the property not in compliance.**
3. Site design must be in harmony with the Storm Water Plans for Sea Trail and the Town of Sunset Beach. Site design also must direct water run-off via grassed swales with side slopes no steeper than 3:1 H: V (horizontal to vertical) or flatter into either Sea Trail's or The Town of Sunset Beach's storm water system or retain the water run-off on site.
4. The ASC requires the Owner to have a licensed, qualified Engineer provide the Storm Water site design at the Owner's expense. Said Storm Water site design shall comply with the Storm Water Permit and the Storm Water Regulations applicable to the property which is the subject of the storm water site design. Said engineer shall guarantee that positive drainage from subject property into either Sea Trail or Town of Sunset Beach's storm water system is in compliance and meets the criteria of above. The Engineer shall furnish this information on the storm water form.
5. The allowable built upon area (impervious area) shall be limited per lot as shown upon the storm water master plan approved by the State of North Carolina. This allotted amount includes any built upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built upon area includes, but is not limited to, structures, asphalt, concrete, gravel, brick, stone, slate and coquina, but does not include raised, open wood decking or the water surface of swimming pools. (See Appendix A)
6. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) except for average driveway crossings are strictly prohibited. ***No piping shall be allowed except the minimum amount necessary to direct runoff beneath an impervious surface such, as a road, the minimum amount needed under driveways to provide access to lots and that which is shown on approved plans under the high density areas.***
7. A thirty foot (30') wide vegetated buffer between all impervious areas and surface waters shall be maintained.
8. Lots within Coastal Area Management Act's (CAMA) Area of Environmental Concern (AEC) may have the permitted built-upon area reduced pursuant to CAMA jurisdiction within the AEC.

I. Landscape and Irrigation:

1. Landscaping is a most essential element of your home and should enhance its value. To reach the ultimate enhancement to your home, **the ASC requires you to obtain the service of a Landscape Designer.** When preparing your landscape plan, your Designer should address the entire home site including the edges of pavement, other property lines and existing vegetation. The actual cost and amount of landscaping will be determined by the amount of existing vegetation remaining after your home is completed, which should average approximately five percent (5%) of the total construction budget.
2. The planting plan itself should sufficiently screen utility areas and be of sufficient size to ensure an adequate sight buffer within one (1) year. Shrub plantings should be massed in groups. Raised beds should be incorporated into your plan. Mulching with organic mulch is required for all planted areas. At least two (2) trees are required on each home site, each a minimum of ten feet (10') in height. (See Exhibit #5)

PLANTING: Minimum planting requirements:

- a. Front yard – Twenty (20) shrubs, minimum size 3 gallon.
 - b. Each side yard – Five (5) shrubs, minimum 3 gallon.
 - c. Rear yard – Ten (10) shrubs, minimum 3 gallon.
 - d. Ground cover –the front yard landscaped area requires a minimum of 40% sodden area. For remaining area, pine straw-mulch etc. is acceptable. Weeds must be controlled on a continuous basis.
 - e. Planting Beds – A minimum of one planting bed in the front yard to incorporate at least two (2) trees and six shrubs. This can be in addition to or integrated with the front foundation bed.
 - f. Screening plants are to be in addition to minimum requirements and must be 3' – 0" high at planting. Minimum five (5) three gallon shrubs are required for each screened area.
 - g. Any impervious materials used in the landscape design must be designated on Exhibit 1.
3. Although not required, irrigation systems and sodding to the street are encouraged.
 4. ***Your Landscape Plan must be submitted with the final Design Review. All landscaping must be installed before any final occupancy certificates are issued. A Conditional Certificate of Occupancy may be issued once you have completed the final grade for landscaping. All landscaping must be complete no more than 60 days after the Conditional Certificate of Occupancy has been issued.***

J. Building Setbacks: (measured from property line to any wall line at or above ground level)

1. The following set-backs will apply to the following lots:

- a. Minimum fifty foot (50') set-back from front line of lot.
- b. Minimum ten foot (10') set-back from each sideline.
- c. Minimum twenty-seven feet (27') from the rear Property Line except for lots adjoining the golf courses, which shall have a minimum thirty foot (30') set-back.
 - i. Crooked Gulley Lots 131-197 (Includes Jones/Byrd Court)
 - ii. Discovery Lake Lots 1-26
 - iii. Eastwood Park Lots 1-32
 - iv. Kings Trail Lots 1-59
 - v. Lake Shore Lots 1A, 1B, 1-10 and 27-29
 - vi. Live Oaks Lots 1-136
 - vii. Olde Oaks Lots 1-45
 - viii. Oyster Bay Gate 1, Lots 1-30; Gate 2, Lots 1-16
 - ix. Oyster Pointe Lots 1-131
 - x. Planters Ridge Lots 1-18 and 38-115
 - xi. Rice Mill lots 1-78
 - xii. Rice Mill III Lots 1-5

2. The following set-backs will apply to the following lots:

- a. Minimum twenty-seven foot (27') set-back from front line of lot.
- b. Minimum seven foot (7') set-back from each sideline.
- c. Minimum twenty-seven foot (27') from the rear Property Line except for lots adjoining the golf courses, which shall have a minimum thirty foot (30') set-back.
 - i. Eastwood Park Lots 33-49
 - ii. Sugar Sands Lots 1-110
 - iii. Tabby Walk Lots 86, 87A, 87, 88A, 88 and 89

3. The following set-backs will apply to the following lots:

- a. Minimum forty foot (40') set-back from front line of lot.

- b. Minimum seven foot (7') set-back from each sideline.
- c. Minimum twenty-seven foot (27') from the rear Property Line except for lots adjoining golf courses, which shall have a minimum thirty foot (30') set-back.
 - i. Baroney Place Lots 1-39
 - ii. Forest Walk at Planters Ridge Lots 19-37
 - iii. Woodstork Lots 1-23

4. The following set-backs will apply to the following lots:

- a. Minimum twenty-five foot (25') set-back from the front line of lot.
- b. Minimum seven and one half feet (7 ½') from each sideline.
- c. Minimum twenty-five foot (25') set-back from the rear Property Line.

Eastwood Landing Lots 1-10

5. The following set-backs will apply to the following lots:

- a. Minimum thirty foot (30') set-back from the front line of lot.
- b. Minimum seven and one half feet (7 ½') from each sideline.
- c. Minimum twenty-five foot (25') set-back from the rear Property Line.

Eastwood Landing Lots 11-19

6. The following set-backs will apply to the following lots:

- a. Minimum forty foot (40') set-back from front line of lot.
- b. Minimum seven foot (7') set-back from each sideline.
- c. Minimum twenty-seven feet (27') from the rear Property Line except for lots adjoining the golf courses, which shall have a minimum thirty foot (30') set-back.

Brookwood Phase I, Lots 1-26

7. The following set-backs will apply to the following lots:

- a. Minimum twenty-five foot (25') set-back from the front line of lot.
- b. Minimum twenty-five foot (25') set-back from the rear Property Line.
- c. Minimum five foot (5') set-back from each sideline.

Brookwood Phase II, Lots 27-59 (see Note 2 below)

8. The following set-backs will apply to the following lots:

- a. Minimum fifty foot (50') set-back from the front line of the lot (Common Drive included).
- b. Minimum thirty foot (30') set-back from the rear Property Line.
- c. Minimum ten feet (10') on each side.

SeaHorse Estates, Lots 1-23

NOTE 1. SERVICE YARDS MAY EXTEND INTO SET-BACKS BUT IN NO WAY SHALL THEY VIOLATE THE TOWN OF SUNSET BEACH SET BACKS.

NOTE 2: ROOF DRIP LINES MAY EXTEND A MAXIMUM OF TWO FEET (2') INTO THE SET-BACKS, EXCEPT FOR BROOKWOOD PHASE II, LOTS 27-59.

K. Specimen Trees: It is the intent of the Developer to protect specimen trees in order to preserve and enhance the beauty of this planned community. Specimen trees outside the footprint of the home are to be preserved. A specimen tree is defined as any tree having a circumference in excess of 19" at a height of 4' feet. This measurement is known as "CBH" or circumference at breast height.

1. It is required that all specimen trees be indicated on your Site Development Plan.
2. All specimen trees, as designated by the ASC Administrator and your Site Plan, will be protected from damage during construction. Batter boards must be erected around the drip line and must be maintained around each tree as designated by the ASC. No vehicle parking, traffic and/or storage of materials will be allowed inside the drip line of the designated specimen tree.
3. Excavations and installation of underground utilities will be performed in such a manner as to avoid damaging the root system of specimen trees.
4. If, in the judgment of the ASC, a specimen tree is damaged or destroyed due to carelessness or avoidable activities on the part of the property owner or contractor, the ASC must approve the required replacement tree.
5. ASC may allow a variance for the set-back to prevent losing a specimen tree.

L. Preservation of trees:

1. ASC requires approval before removal of any tree(s). Failure to obtain approval will result in a fine and may require tree (s) to be replaced. All costs associated with the replacement, are the responsibility of the property owner. Also the ASC shall be informed of all plans for land filling, shaping and drainage
2. A property owner wishing to seek approval for tree removal must request, in writing, plans to the ASC Administrator. The request should include, but not be limited to, the reason for requesting removal, the general location of the tree, and any relevant circumstances that might apply.
3. For trees located on requesting owners' improved property:
 - i. ASC will have the tree assessed and note relevant circumstances. Criteria for approval may include but not be limited to:
 - dead or diseased tree
 - removal required to safeguard the health of adjacent trees
 - a compromised root system
 - ii. Decision is made and a written report is provided to the property owner.
 - iii. If approved for removal, property owner makes arrangements for removal and payment.
 - iv. In some instances, ASC may grant approval contingent upon property owner's agreement to replace removed tree with a suitable hardwood.
4. For trees located on an undeveloped lot:
 - i. Town of Sunset Beach zoning code relating to the Preservation of Trees requires that regulated trees not be removed from private property "except for parcels occupied by a single family detached dwelling". Trees on undeveloped lots fall under the jurisdiction of the Town's code.
 - ii. If a homeowner in Sea Trail has a concern about a tree(s) on an adjacent undeveloped lot, it is said owner's responsibility to contact the owner of the adjacent undeveloped lot. If the owner of the undeveloped lot agrees to remove the tree(s) then that owner must contact the town of Sunset beach and Sea Trail Master Association, ASC, for the proper permits.
5. Under no circumstances will Sea Trail Corporation or The Sea Trail Master Association be financially responsible for the removal of any tree located on private property. Any cost inherent in dealing with a private tree removal service and/or the Town of Sunset Beach will be responsibility of the parcel owner involved.

M. Utilities:

1. All utility conduits, cables, pipes, propane or any other type tank, etc. must be underground. Builders are required to install the underground power cable, waterline and waste water line from the dwelling to the respective meters.
2. Satellite dishes must be placed to be as unobtrusive as possible.

N. Impervious Square Footage Requirements: All site plans and storm water worksheets submitted for approval must comply with this section and Section II. H.

1. Each owner is instructed to carefully check for impervious square footage limits. The Storm Water Permit is on record and available for review in the Developer's Administrative Office and in the office of the Master Association Administrative Office. No variance to increase impervious area above limits contained in the Storm Water Permit will be permitted.
2. As of September 8, 2003, there were existing lots that were noted as exceptions to the allowable Built Upon Areas (BUA) per lot. (See Appendix "B") The ASC shall not approve improvements to any of said lots that increase the impervious surface without approval of the State of North Carolina regulatory authorities. Lot owners are responsible for obtaining such approval.
3. Impervious surface square footage shall be clearly stated on the site plan for all buildings and improvements as well as on the Storm Water Worksheet. (Exhibit #1) Square footage will be verified on the As Built Survey. Any variation from the original work sheet will require submission of a corrected Storm Water Worksheet (Exhibit #1).
4. Built upon area (impervious area) includes, but is not limited to, structures, asphalt, concrete, gravel, brick, stone, slate and coquina but does not include raised, open wood decking, or the water surface of swimming pools.

O. Miscellaneous Structures, including but not limited to gazebo, playground equipment, fountains, well facilities, etc. require ASC approval prior to installation.

P. Fences:

1. Fences on the property lines shall be offset from all property lines a minimum of four inches (4"). Fences running more than fifty percent (50%) of each property line are prohibited. No chain link fence shall be permitted on any lot within Sea Trail.
2. No fence shall be permitted in front building set back. Furthermore, any fencing in front elevation, in front of house foundation, must be approved by the ASC. All fencing, of any style, must be approved by the ASC. Fences are not permitted in rear building setback on lots bordering the golf course.
3. Fences shall be of wood, brick, stone or other suitable material and must harmonize in character and color with the house. Four foot (4') height is the maximum allowed, except in Planters Ridge Lots 19-37. Likewise, gates and other features should be of compatible design and color.
4. Planters Ridge: Planters Ridge Lot 19-37 are subject to a fence requirement set forth in the Supplemental Declaration for Lots 19 through 37 Planters Ridge, filed in the Brunswick County Register of Deeds office, Book 1174, page 0951.

Q. Mailboxes and Newspaper Receptacles: Property Owners will provide one mailbox per lot. The mailbox photograph or rendering must be submitted with the landscape plan and approved by the ASC, except in subdivisions where the mailbox styles are specified.

1. Property Owners will bear the cost of any repairs and maintenance required to keep the boxes in first rate condition.

2. Design criteria and setback requirements must conform to the Town of Sunset Beach Requirements.
3. Changes in existing mailbox must be submitted to ASC for approval.

R. Signs & Flags:

1. Except as may be required by legal proceedings and except as described in Section IV., J, no signs or advertising posters of any kind shall be maintained or permitted within any windows, or on any "Unit" or on any lot (as defined in the Master Declaration) without the express written approval of The Architectural Standards Committee ("ASC").
2. The restrictions of this section shall not apply to the Developer. Furthermore, the Developer shall have the right to erect reasonable and appropriate signs on any portion of the common and private areas of the property.
3. Political signs will be accepted as long as they are placed no more than 45 days before the election and removed seven (7) days after the election.
4. The United States Stars and Stripes Flag or the North Carolina State Flag are permitted either mounted on a pole not to exceed twenty-five feet (25') in height or on a pole affixed to the house.

The flag size shall not exceed a maximum of four feet by six feet (4'x 6'). Flag pole colors must be natural or anodized aluminum, in good condition and to a scale appropriate to the house. Flags must be maintained in very good condition. Decorative or seasonal flags approximately thirty inches by forty-two inches (30" x 42") are allowed on a case-by-case basis.

III. BUILDING DESIGN STANDARDS:

- A. Building Size:** New homes should be designed to fit within all designated set-backs with minimal impact upon existing vegetation and trees. The home shall be designed to take maximum advantage of existing views and topography while limiting encroachment on views from adjacent lots.

Square footage minimums:

One Story	1,500 sq. ft heated
Two Story	1,200 sq. ft. heated area first floor 300 sq. ft second floor (1,500 sq. ft. total)
Eastwood Landing	1,500 sq. ft heated first floor 200 sq. ft. heated second floor (1,700 sq. ft. total)
SeaHorse Estates	1,500 sq. ft. heated area first floor 500 sq. ft. heated second floor (2,000 sq. ft. total)

- B. Building Height & Guidelines:** Single family residential building height: Thirty-five foot (35' 0") maximum as measured from ground elevation to roof ridge, at street side. Fill standards will be in accordance with the Town of Sunset Beach Ordinances.
- C. Garages:** Parking for two (2) cars minimum dimension twenty-two feet by twenty-two feet (22' x 22') unencumbered area (clear of items such as steps, water heaters or other encroachments). Eastwood Landing and Brookwood Park, Phase II, shall have a minimum dimension of sixteen feet by eighteen feet (16' x 18') unencumbered area also cleared of items referenced above.
- D. Gutters:** Gutters shall match the fascia trim color or be copper. Downspouts should be placed where

less visible from the streets and should match the exterior wall trim or be copper.

- E. **Porches:** Screened and opened porches are allowed and encouraged. They can provide inside/outside transitions. All screening shall be charcoal or bronze in color. The underside of the porch must be enclosed with materials that are compatible with the foundation of the house.
- F. **Railings:** Railings should be of the highest quality material available and compatible with the design of the house. Railing detail is required (either photo or rendering) at time of submittal.
- G. **Roofs:** Main house roof minimum slope is seven feet in twelve feet (7'12'); accessory and shed roofs slope is four feet in twelve feet (4'12'). Variances to roof minimums will be considered on a case-by-case basis. All roof vents should be painted to blend in with roof color. Shingles are to be a minimum of 30 year Dimensional Shingles. Alternative roofing materials will be considered on a case by case basis.
- H. **Entrances/Porticoes/Porches;** should be the prominent focal point. Entrances should be emphasized with architectural detail, trim, sidelights, transom and/or aesthetically sized columns.
- I. **Siding:** Brick, stucco and various horizontal or vertical sidings, exclusively or in combination must be approved by the ASC. Vinyl/Aluminum or polypropylene (high quality-sample or brochure must be furnished) is permitted on fascia, soffit and siding above first floor ceiling level. Architectural detail trim accents are strongly recommended at corners, windows and doors. Details must be clearly shown and specified on elevations. Masonry (brick, stone, etc) materials must wrap around all walls of a dissimilar material a minimum of twenty-four inches (24").
- J. **Shutters:** Shutters should be sized to fit the window that they serve. Shutters should be of substantial materials like, wood, vinyl and/or fiberglass.
- K. **Windows:** High quality wood clad or vinyl windows are required and must be consistent with the architecture of the house. Aluminum is not permitted. Windows must be consistent (ex. if using grids on front must use grids throughout). No window-mounted heating or air conditioning units are permitted.
- L. **Color:** An exterior material/color board sheet must be provided. Color chips are to be attached to the sheet (See Color Board). Color shall be within the earth tone color scheme and be in harmony with adjacent homes.
- M. **Exterior Drying:** Except within service yards, screened with sufficient height, outside clothes lines or other outside facilities for drying or airing clothes are specifically prohibited. No clothing, rugs, or other items are permitted to be hung on any railing, fence, hedge or wall.
- N. **Deviations: Any exterior changes that deviate from the original approved plan will require approval from the ASC prior to implementing (See Form #8). Failure to do so may result in the levy of a fine of \$100.00 per day until resolved.**

IV. GENERAL RULES FOR CONTRACTORS:

- A. Contractors are responsible for maintaining a clean construction site at all times and will provide one of the following trash containers:
1. Dumpster thirty (30) yard capacity minimum.
 2. Wood frame with wire wall structure twelve feet by twelve feet by four feet high (12' x 12' x 4') with top
 3. Alternate methods must be approved by ASC.
 4. If the trash becomes noticeable to the ASC, the Administrator will contact the builder to clean up the site within three (3) working days. If this notice does not bring results, then the ASC may take it upon themselves to have the debris cleaned up at the builders'/owners' expense, and a fine will be imposed.
- B. Portable outdoor sanitary facilities must be provided during construction. The facility must be enclosed full height on three sides with lattice board. Facility may not be placed on common area. Facility may not be placed prior to issuance of a building certificate by the ASC and must be removed before final inspection. Facility must be placed with entry door facing rear of lot.
- C. The Declaration prohibits noxious or offensive activities. Contractors, subcontractors, property owners, material delivery persons and any other agent doing business in Sea Trail will be required to conduct themselves properly.
- D. Silt fences shall be installed as indicated on Exhibit # 4. The fencing should be attached to a metal post and buried four inches (4") into the ground to prevent soil erosion and blowing debris.
- E. Overnight parking is not allowed unless it is construction equipment needed for subject lot. At no time are vehicles allowed to park on the grass shoulders, curbing or other lots. If a builder finds it necessary to use a vacant lot adjacent to the construction site, the builder must request, in writing, permission from the current owner of such lot. The ASC requires a copy of this permission.
- F. Construction trailers are allowed for the duration of construction. They must be parked on the site or a site the contractor has received permission to use during construction.
- G. Fires are not permitted at any time.
- H. Contractors will only use the utilities provided for them at the site where they are working.
- I. The hours for construction activity will be:
- | | |
|------------------------|---|
| Memorial Day-Labor Day | 7:30 a.m.-8:00 p.m. Monday through Saturday |
| Labor Day-Memorial Day | 7:30 a.m.-6:00 p.m. Monday through Saturday |
- No construction allowed on Sundays or the following holidays:
- | | | |
|----------------|------------------|---------------|
| New Year's Day | Memorial Day | July Fourth |
| Labor Day | Thanksgiving Day | Christmas Day |
- J. One sign identifying the General Contractor and Architect or Designer shall have a maximum size of forty-eight inches by forty-eight inches (48" x 48"). Sign must not be placed prior to issuance of Building Certificate by the ASC and must be removed prior to the final inspection. Sign must be neat and professional in appearance.

V. VIOLATIONS, ENFORCEMENT AND FINES:

Per the Master Declaration and Covenants, the ASC may impose sanctions for violations of these Design Standards. Also the ASC may exercise the right to suspend any services to a builder and/ or owner until these fines or other charges are paid to the ASC. **REMINDER: Although the ASC has a \$7500 construction deposit, the owner is still liable for any fines in excess of this \$7500.**

The committee recommends the owner protect themselves and have language in the Contractors Agreement that will protect the owner against any violations caused by the builder's negligence.

Fines: The following fines will be imposed by the ASC. The ASC also reserves the right to impose fines for other violations not listed below:

Per Chapter 47F, North Carolina Planned Community Act, G.S.47f-3-107.1. **Procedures for fines and suspension of planned community privileges or services** All fines shall be up to \$100 per day per incident until resolved. Once a fine has been imposed, the owner will have 30 days to dispute by submitting a written request for a hearing to present their position as to why they are disputing the fine(s) to:

Sea Trail Master Association
ASC Administrator
73 Clubhouse Rd.
Sunset Beach, N.C. 28468

The following fines are applicable:

VIOLATION	FINE
Improper Signage	\$100 per incident per day
No temporary sanitary facility	\$100 per incident per day
Vehicles or equipment on adjacent lot w/out permission	\$100 per incident per day
Inadequate trash dumpster	\$100 per incident per day
Damage to curbs or adjacent property/street	\$100 per incident per day
Littered site	\$100 per incident per day
No silt fence	\$100 per incident per day
Worker conduct	\$100 per incident per day
Working unauthorized hours/holidays/Sundays	\$100 per incident per day
Refuse or materials on any lot without written permission	\$100 per incident per day
Damage or destruction to specimen tree(s)	\$100 per incident per day
Unauthorized removal of trees	\$100 per incident per day
Improper erosion control	\$100 per incident per day
Burning on site	\$100 per incident per day
Construction prior to written approval/unauthorized construction	\$100 per incident per day
Unauthorized changes to approved plans	\$100 per incident per day
Unapproved exterior changes that require ASC review (minor)	\$100 per incident per day
Unapproved exterior finishes	\$100 per incident per day
Unauthorized clearing of lot	\$100 per incident per day
Construction not complete after 12 mths from Building Permit Date	\$100 per incident per day
Failure to receive C.O. from ASC prior to occupancy	\$100 per incident per day
Failure to submit foundation survey	\$100 per incident per day
Failure to request required site inspection	\$100 per incident per day
Landscaping not complete (60 days after issuance of conditional C.O.)	\$100 per incident per day
Not providing screen lattice board enclosure for temporary sanitary facility	\$100 per incident per day
Parking inside drip line of specimen trees	\$100 per incident per day

VI. PLAN SUBMISSION:

The ASC will entertain photographs and/or an artists rendering from the applicant in addition to plans submitted in order to determine suitability of a particular style or design for construction in the subdivision.

A. Design Review:

1. Two sets of construction plans must be submitted to include the following:
 - a. Site layout plan, (Exhibit #3)
 - b. Floor plan
 - c. Foundation plan
 - d. Elevations
 - e. Landscape and Irrigation Plan (from Landscape Designer) (before Dry-In Inspection)
2. Storm water work sheet (Exhibit #1)
3. ASC Review Fee of \$1000.00
4. Construction Agreement signed by both builder and owner along with a \$7500 construction deposit (Exhibit #6)
5. Material information sheet and color samples (Exhibit #7)

NOTE: An owner and/or builder may submit photographs and/or an artist's rendering without the plan submission if they are not certain if a particular design will be suitable for this community. Understand that the ASC cannot render an approval when this type of submission occurs.

B. Plan Submittal Requirements:

1. **Site plan at 1" = 20' minimum (shown on plan)**
 - a. North arrow
 - b. Property lines with dimensions and bearings
 - c. Spot elevations at each corner of lot and ground level of each corner of the house or topographical survey
 - d. Finish floor elevations (FFE) indicated (first floor)
 - e. Dwelling indicated with entry areas, steps and decks. Roof lines to be shown as dashed lines
Dwelling location dimensions and roof overhang dimensions from property lines
 - f. Required minimum set-back lines labeled (see Exhibit # 3)
 - g. Driveway (including turnarounds), walks and street (see Exhibit # 2)
 - h. HVAC and screening
 - i. Fences
 - j. Table indicating total lot area and proposed impervious area
 - k. Location of all adjacent corners of existing structures, including raised decks
 - l. Location of all specimen trees
 - m. Waste water system location if applicable
 - n. Arrows indicating final grade water flow or contour lines
2. **Floor Plans – 1/4" = 1'- 0"**
 - a. Walls.
 - b. Windows and doors.
 - c. All floor plan dimensions.
 - d. Decks, patios, steps, service area and HVAC screening.
3. **Elevations – 1/4" = 1'- 0"** – front, rear, right, left and any other appropriate elevations.
 - a. Building relationship to grade level.

- b. Screening type and location.
- c. Overall height from front grade to ridge of roof.
- d. Trim and corner details on all elevations.
- e. All roof slopes.

4. **Wall Section – 3/4" = 1'-0"** - full height exterior wall section to scale.

- a. Foundation.
- b. Relation to grade.
- c. Floor systems.
- d. Ceiling heights.
- e. Roof systems, including slope and overhang.

C. Improvement to Existing Structures A request for review of improvement to the existing structure must include the above requirements as well as the following:

- 1. Site plan and floor plan of proposed location of improvement to scale.
- 2. A minimum of two (2) elevations of additions to existing structure. (1/4" = 1' - 0" scale)
- 3. Letter of intent with description and purpose of improvements.
- 4. Material and color sample (preferably to match or blend with existing materials).
- 5. Storm Water Worksheet, (Exhibit #1) if applicable.
- 6. \$150.00 review fee payable to Sea Trail Master Association.

D. Plan Approvals: Prior to commencement of construction or improvements, a Building Certificate Letter must be obtained from the ASC Administrator and a copy of the Sunset Beach Building Permit, if applicable, must be submitted to the ASC Administrator.

- 1. The house must be complete and pass final inspection no more than twelve (12) months from the date of issuance of the Town of Sunset Beach Building Permit.
- 2. If construction does not commence on a project for which Plans have been approved within nine (9) months of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to resubmit the Plans for reconsideration.
- 3. **Sanctions:** Failure to obtain approved permits or required inspections will result in such sanctions as permitted by the Declaration, including but not limited to, suspension of all membership privileges until permits are obtained.

VII. CONSTRUCTION PROCESS:

The following requests for inspections must be submitted to the ASC Administrator at the appropriate time and approved before continuing to the next phase of construction.

- Form 1-Site Inspection & Construction Deposit
- Form 2-Foundation Inspection (Foundation Survey Required)
- Form 3-Dry-In for exterior elevation
- Form 4-Connection to roadway
- Form 5-Landscape Inspection
- Form 6-Certificate of Occupancy
- Form 7-Final Inspection/Deposit Refund
- Form 8-Change in Design (from original approved plan)
- Form 9-Notice of Violation

Failure to follow any of the guidelines or requirements set forth in this document will result in a receipt of Form #9. A copy will be forwarded to both contractor and owner.

NOTE: ANY ALTERATION TO THE APPROVED PLAN SUBMISSION MUST BE SUBMITTED WITH FORM #8, IN WRITING, AND THEN MUST BE APPROVED BY THE ASC PRIOR TO COMMENCEMENT OF THE ALTERATION. FAILURE TO DO SO WILL RESULT IN A \$100 FINE, PER INCIDENT PER DAY. IN ADDITION, THE ASC MAY REQUIRE THE SITE PLAN/HOUSE BE RETURNED TO WHAT WAS ORIGINALLY APPROVED BY THE ASC.

VIII. AMENDMENT

The foregoing rules and regulations (except for rules and regulations that may pertain to the State of North Carolina) may be amended at any time by majority vote of the ASC. No prior notices or announcements will be required to amend these rules and regulations. It is the property owner's and builder's responsibility to ensure that they have the latest revision(s) to the Sea Trail Architectural Design Standards, Construction Standards and Builder Information. You can obtain the latest edition at the Sea Trail Real Estate Office.

Once the ASC Administrator deems the submitted plans complete, those plans will be subject to the rules and regulations applicable on that date.

IX. SEVERABILITY

This document shall not be rendered invalid or unenforceable should any of the provisions of this document or the application or effect thereof be invalid or unenforceable for any reason and to any extent. Those provisions which are not invalid or unenforceable shall be enforced to the greatest extent permitted by law.

X. PLANTERS RIDGE THEME VILLAGE

Lots 19-37 are subject to restrictions set forth in the *Supplemental Declaration for Lots 19 through 37 Planters Ridge*, filed in the Brunswick County Register of Deeds Office, Book 1174, and page 0951.

This section provides revision to part of these guidelines for the **Planters Ridge Theme Village ONLY**.

- A. Main house roof minimum pitch six inches in twelve inches (6" in 12"). Accessory and shed roofs pitch minimum of four inches in twelve inches (4" in 12"). Variance to roof minimums will be considered on a case by case basis.
- B. Siding:
 - 1. Fascia and soffit may be aluminum, vinyl or polypropylene.
 - 2. Vinyl siding is allowed in a single board design. All vinyl siding must be approved by the ASC.
 - 3. Front elevation may have a maximum of ten percent (10%) of the area covered with vinyl siding.
 - 4. Side elevations which are open to view by being adjacent to a public easement (i.e.: golf course, corner lots, etc.) shall have the same requirements as in Front elevations. (3 above)
 - 5. Corner accents which use a different material must wrap around the side wall a minimum of twenty-four inches (24").

XI. SEAHORSE ESTATES: (also shown on landscape plan)

SeaHorse Estate lots are subject to the following: Mailbox style will be consistent. (Style to be chosen at a later date.) Homes are to be designed with a courtyard garage or side loading garage. Front elevation exterior siding shall consist of either Brick, Stone or Stucco with a two foot (2') return minimum on all sides.

XII. VARIANCES:

The ASC may grant variances from these standards other than compliance with impervious surfaces requirement to alleviate hardships in any particular case or to adjust for physical conditions where strict compliance would not be practical.

All variance requests must be in writing. The request must be submitted with the Final submissions:

- A. A complete description of the variance requested.
- B. Reason for the variance request.

No variance may be granted that will violate any governmental rules and regulations including without limitation any Storm Water Regulation

APPENDIX A
SEA TRAIL ALLOWABLE BUILT-UPON AREA*
MAXIMUM COVERAGE ALLOWANCES

Baroney Place

Lots 1-16, 18-33, 35-39 @ 6,500 sf/lot

SeaHorse Estates

Lots 1-23 @ 5793 sq/ft

Brookwood Park

Phase I, Lots 1-26 @ 6,000 sf/lot

Phase II, Lots 27-59 @ 4,500 sf/lot

Discovery Lake

Lots 1-5, 7-16, 18, 20-26 @ 6,500 sf/lot

Eastwood Park

Lots 1-14, 16-20, 22-24, 26-43
and 47-49 @ 6,500 sf/lot

WoodStork

Lots 2-3, 5-23 @ 6,000 sf/lot

Planters Ridge

Lots 1-3, 5-8, 10-24, 26-35, 37-44, 75-79
and 81-88 @ 5,700 sf/lot
Lots 45-74, 89-114 @ 6,500 sf/lot

Rice Mill Phase

Phase I, Lots 1-4, 6-32, 34-41 @ 6,500 sf/lot

Phase II, Lots 43-47, 50-53, 56-58 @ 6,500 sf/lot

Phase III, Lots 2-5 @ 6,500 sf/lot

Phase IV (Forest Creek/Cotton Mill), Lots 59-62
64-67, 69-75, 77-78 @ 6,500 sf/lot

Crooked Gulley (Includes Jones/Byrd Court)

Lots 131-154, 156, 158-162, 165-180, 182-184
and 186-197 @ 6,500 sf/lot

Oyster Pointe Phase I

Lots 1-68 @ 4,420 sf/lot

Oyster Pointe Phase II

Lots 69-80, 103, 106-107, 109-110, 113-114,
120 and 126 @ 6,000 sf/lot

Lot 81 @ 10,000 sf/lot

Lots 82-83, 86-87, 94-96 @ 9,500 sf/lot

Lots 84-85, 88-93 @ 8,500 sf/lot

Lots 97-102, 104-105, 108, 111-112, 116-119
122-123, and 127-130 @ 5,000 sf/lot

Lots 115, 121, 124-125, 131 @ 5,500 sf/lot

*See Section II-H-5

APPENDIX B
SEA TRAIL ALLOWABLE BUILT-UPON AREA MAXIMUM COVERAGE
ALLOWANCES
(EXCEPTIONS)*

Rice Mill, Phase I

Lot 5 @ 7,422 sq. ft.
Lot 33 @ 8,908 sq. ft.

Rice Mill Phase 2

Lot 42 @ 7,064 sq. ft.
Lot 48 @ 7,041 sq. ft.
Lot 49 @ 7,014 sq. ft.
Lot 54 @ 6,641 sq. ft.
Lot 55 @ 6,596 sq. ft.
Lot 58 @ 9,411 sq. ft.

Rice Mill Phase 3

Lot 1 @ 10,860 sq. ft.

Rice Mill Phase 4

Lot 63 @ 6,757 sq. ft.
Lot 68 @ 6,599 sq. ft.
Lot 76 @ 6,700 sq. ft.

Woodstork Village

Lot 1 @ 6,183 sq. ft.
Lot 4 @ 6,146 sq. ft.

Crooked Gulley Circle

Lot 155 @ 7,612 sq. ft.
Lot 157 @ 8,400 sq. ft.
Lot 163 @ 8,971 sq. ft.
Lot 164 @ 6,540 sq. ft.
Lot 181 @ 8,367 sq. ft.
Lot 185 @ 6,759 sq. ft.

Planters Ridge Phase I

Lot 4 @ 5,741 sq. ft.
Lot 9 @ 5,791 sq. ft.
Lot 25 @ 5,871 sq. ft.
Lot 36 @ 5,977 sq. ft.

Planters Ridge Phase 2

Lot 80 @ 5,977 sq. ft.
Lot 115 @ 6,555 sq. ft.

Baroney Place

Lot 17 @ 6,030 sq. ft.
Lot 34 @ 6,551, sq. ft.

Discovery Lake

Lot 6 @ 7,020 sq. ft.
Lot 17 @ 6,654 sq. ft.
Lot 19 @ 6,660 sq. ft.

Eastwood Park Phase I

Lot 15 @ 7,000 sq. ft.
Lot 21 @ 6,572 sq. ft.
Lot 25 @ 8,531 sq. ft.

Eastwood Park Phase 2

Lot 44 @ 9,750 sq. ft.
Lot 46 @ 9,886 sq. ft.

ASC
REQUEST FOR SITE INSPECTION
910-287-1192
FAX: 910-287-7372
Form # 1

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot#: _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

SITE LAYOUT INSPECTION

A site inspection is required prior to clearing any lot by clearly marking property lines and building perimeter with pulled string. Lot corners must be staked. All trees to be removed must be marked with red surveyors tape. Submit your construction deposit of **\$7500** along with this form, payable to Sea Trail Master Association.

A copy of your Sunset Beach Building Permit # _____ forwarded to the ASC.

(For ASC)

Date Form Received _____

Approved () Not Approved () Date: _____ Initials: _____

Remarks:

Construction Deposit Received: _____ Date: _____ Initials: _____

ASC
REQUEST FOR APPROVAL OF FOUNDATION SURVEY
910-287-1192
FAX: 910-287-7372
Form # 2

This form along with the foundation survey must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

A Foundation Survey by a North Carolina Registered Surveyor is required verifying that the foundation is in compliance with approved plans. No further work can proceed until contractor receives approval of survey from the ASC.

(For ASC)

Date form and foundation survey received: _____

Remarks:

Foundation Inspection: Approved () Not-Approved ()

Date: _____ Initials: _____

ASC
REQUEST FOR DRY- IN INSPECTION
910-287-1192
FAX: 910-287-7372
Form # 3

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

DRY- IN FOR EXTERIOR ELEVATIONS

An inspection is required when all walls, including windows, entries and roof are framed, to determine that the exterior was built according to the approved plan.

(For ASC)

Date form received: _____

Approved (☐) Not Approved (☐)

Date: _____ Initials: _____

Remarks:

ASC
REQUEST FOR CONNECTION TO ROADWAY
910-287-1192
FAX: 910-287-7372
Form # 4

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

CONNECTION TO ROADWAY

Inspection is required after builder has staked the driveway, to make sure grades and layouts are according to plan. Some driveways may require the installation of pipe. All driveways must stop at the edge of the road with a 1" edge formed above the pavement.

(For ASC)

Date form received: _____

Approved () Not Approved ()

Date: _____ Initials: _____

Remarks:

ASC
REQUEST FOR LANDSCAPE INSPECTION
910-287-1192
FAX: 910-287-7372
Form # 5

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

LANDSCAPE INSPECTION #1

Date form received: _____

Before any plants are installed the ASC Administrator must review the preparation of site.

Date of Inspection: _____ Initials _____

APPROVAL OF LANDSCAPE PREPARATION () NON APPROVAL ()

LANDSCAPE INSPECTION #2 (FINAL)

Date form received: _____

Once the landscape site preparation has been approved, you may proceed with the installation of plants according to plan. When completed, you can fax this same form over for the ASC to inspect the final landscaping.

Date of final inspection: _____ Initials _____

INSTALLATION APPROVAL () NON APPROVAL ()

Remarks:

ASC
REQUEST FOR CERTIFICATE OF OCCUPANCY
910-287-1192
FAX: 910-287-7372
Form # 6

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

A final inspection is required and receipt of a CO or a Conditional CO must be obtained before you can occupy your new home. Failure to do so will result in a fine. Please present the ASC a copy of the Certificate of Occupancy from the Town of Sunset Beach and an as built survey by a licensed surveyor also showing the impervious area. All equipment, debris and materials must be removed, damaged trees repaired or replaced; roadways repaired; portable toilets, construction sign and dumpsters removed.

A Conditional C/O may be issued if site grading for landscape is complete and approved. All landscape must be complete no more than 60 days after Conditional Certificate is issued.

(FOR ASC)

Request received: _____

TOWN OF SUNSET BEACH C/O	() DATE: _____	Int. _____
FINAL SURVEY RECEIVED	() DATE: _____	Int. _____
CONDITIONAL C/O FROM SEA TRAIL	() DATE: _____	Int. EXPIRATION DATE : _____
OCCUPANCY NOT APPROVED	() DATE: _____	Int. _____
OCCUPANCY APPROVED	() DATE: _____	Int. _____

ASC
REQUEST FOR FINAL INSPECTION AND DEPOSIT REFUND
910-287-1192
FAX: 910-287-7372
FORM #7

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

By signature below, I am requesting a final inspection.

Contractor

(FOR ASC) Request received: _____ Int. _____
Deposit Held: \$ _____

Date of Inspection by ASC Administrator: _____

() Approved () Not Approved Int. _____

Comments: _____

FINES IMPOSED

NATURE OF FINE*

\$ _____

\$ _____

\$ _____

TOTAL OF FINES \$ _____

BALANCE DUE \$ _____

DATE SENT TO ACCOUNTING: _____

CONSTRUCTION DEPOSIT REFUNDED () DATE: _____

CK#: _____

* see attached sheets

ASC
REQUEST FOR CHANGE IN DESIGN
910-287-1192
FAX: 910-287-7372
Form # 8

This form must be faxed or hand delivered to the ASC Administrator's office.

Date: _____ Subdivision/Lot# _____

Owner: _____

Street Address: _____

Contractor: _____ Phone: _____

Proposed Change(s) Attach Drawing, Brochures, etc.

Reason for Change:

Signed by: _____
Owner Contractor

(For ASC)

Approved: () Date: _____

Not Approved () Date: _____

Fee \$ _____ Paid: _____ Date: _____

(ASC Administrator) Date: _____ Int. _____

Remarks:

ASC
NOTICE OF VIOLATION(S)
910-287-1192
FAX: 910-287-7372
Form # 9

To: _____ Property: _____

From: ASC Administrator

Date: _____ Int. _____

The following violation(s) were noted during a property inspection conducted by an ASC Representative. The appropriate fine, as outlined below, has been assessed for the infraction. It is required that the violation(s) be corrected or:

- (1) The fine may be assessed per incident per day
- (2) A stop work order may be issued.

Fines will be deducted from the construction deposits. If fines exceed the construction deposit then the owner will be responsible.

We thank you for your prompt compliance with the terms of this notice and avoidance of future violations.

VIOLATION(S)[illegible]

STORM WATER WORK SHEET
EXHIBIT #1

Subdivision/Lot# _____

Owner's Name _____

Owner's Address _____

Contractor's Name (Business) _____

Date of Submission _____

Impervious Square Footage Limits _____

Lot Area (sq. ft) _____

House and Garage (sq. ft) (excluding overhangs) _____

Driveway to edge of pavement (sq. ft.) _____

Sidewalks and patios (sq. ft.) _____

Other impervious surfaces (sq. ft.) _____

Total square footage of impervious surfaces (sq. ft.) _____

NOTE: A NORTH CAROLINA REGISTERED, LICENSED ENGINEER'S
SIGNATURE AND SEAL OF APPROVAL IS REQUIRED CERTIFYING THE
ABOVE FIGURES ARE CORRECT.

SIGNATURE OF ENGINEER

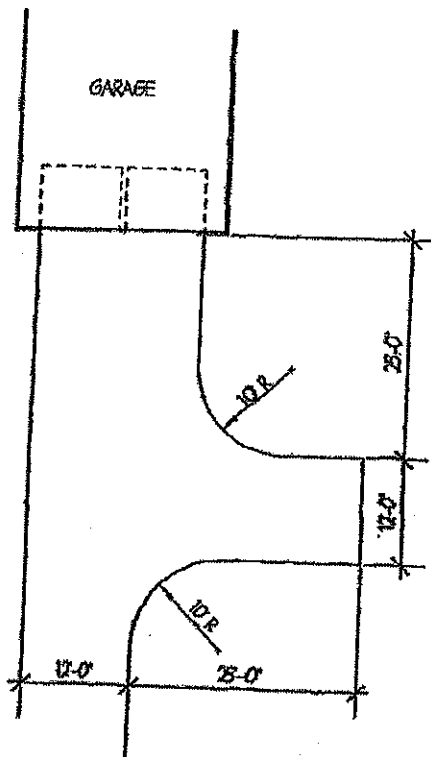
(SEAL)

DATE OF CERTIFICATION

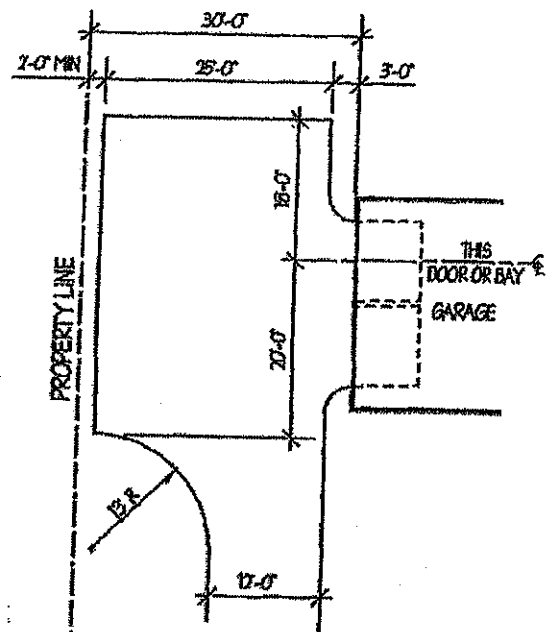
EXHIBIT #2



SIDE LOAD



FRONT LOAD

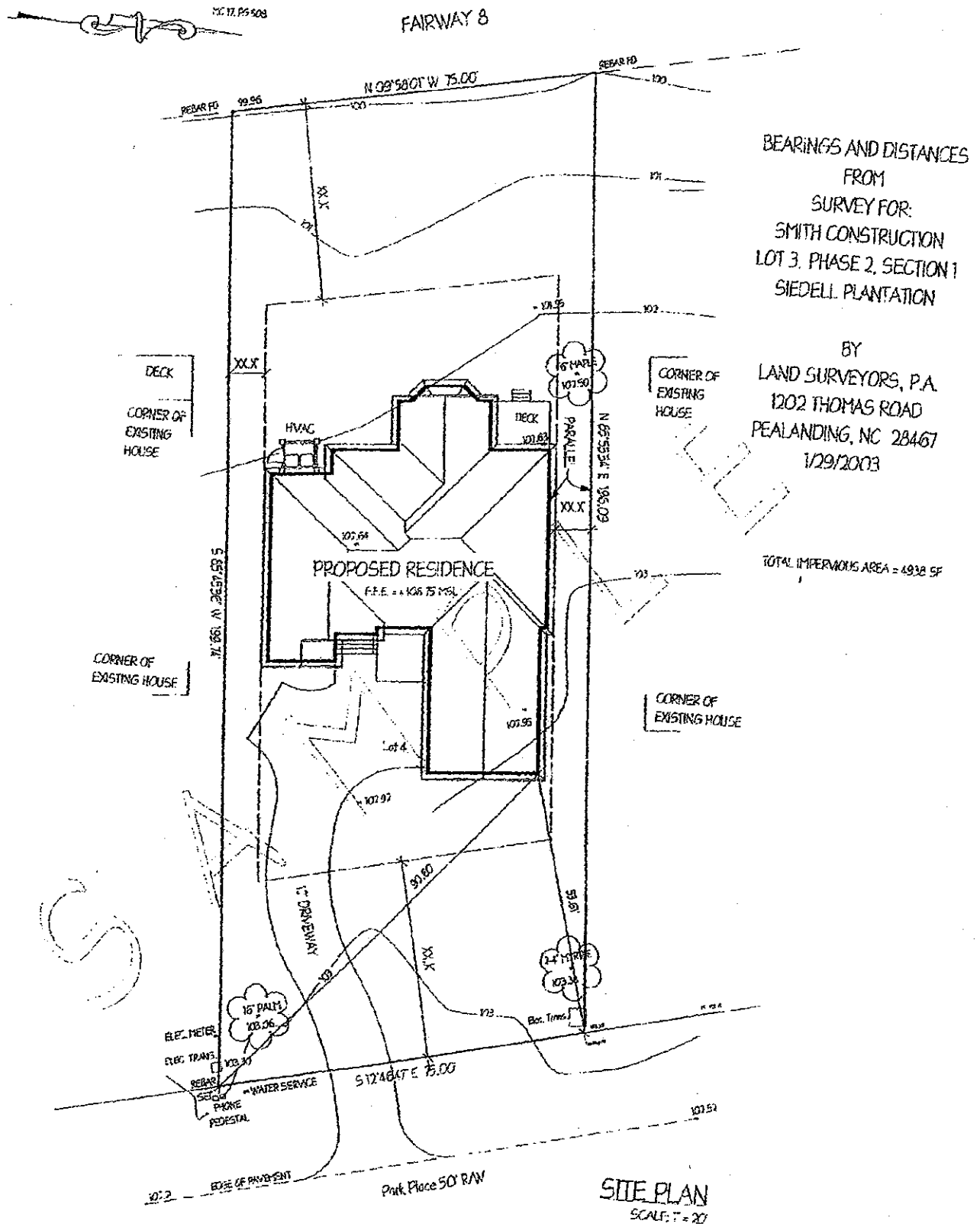


SIDE LOAD

SCALE: 1" = 20'

SCALE: 1" = 20'

EXHIBIT #3



MUST INCLUDE ARROWS INDICATING FINAL GRADE WATER FLOW OR CONTOUR LINES

DRAINAGE EXHIBIT #4

PROPERTY LINE

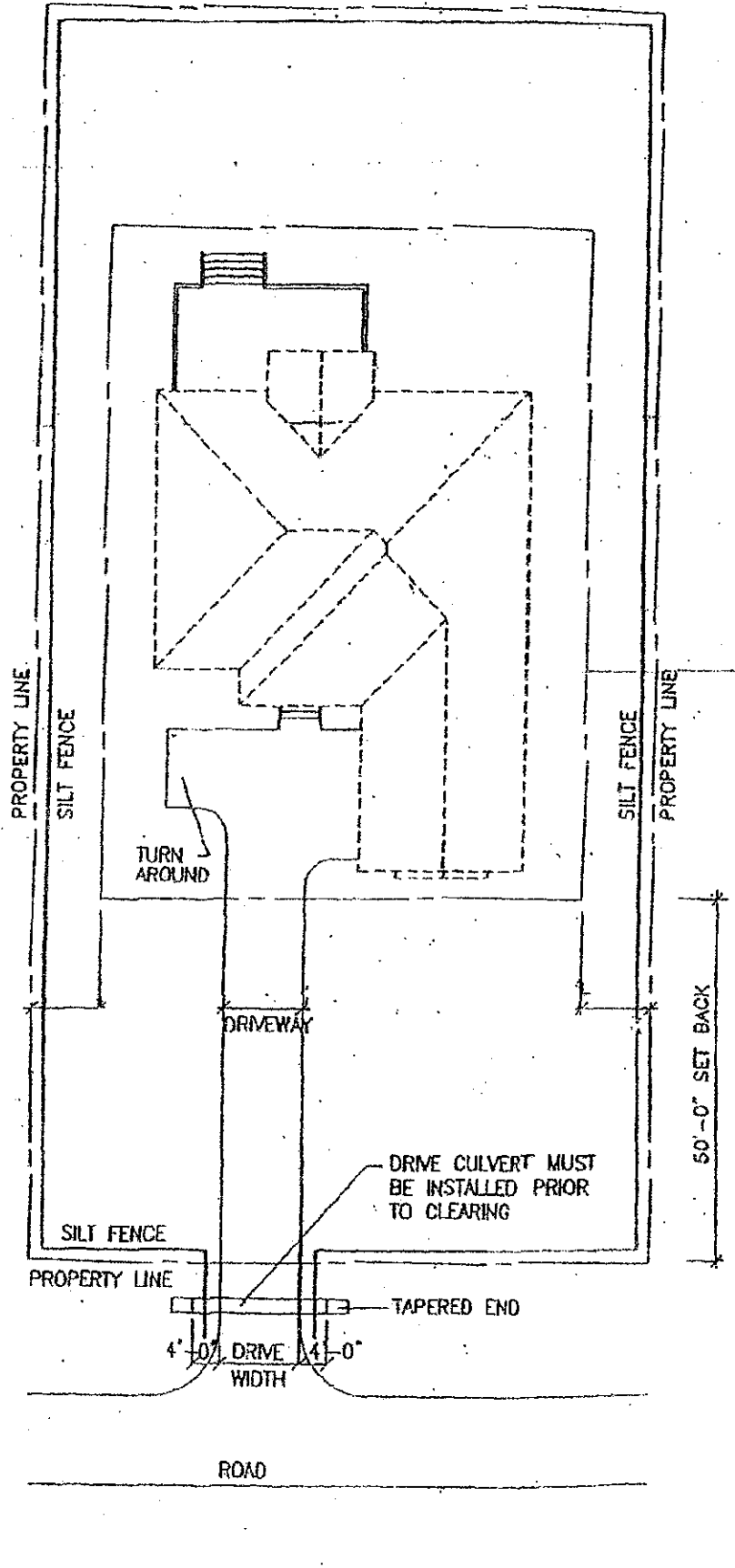
Each contractor is responsible for water runoff from his construction site.

All contractors must provide silt fencing around the perimeter of the lot.

Sheet flow arrows and contour lines must be included.

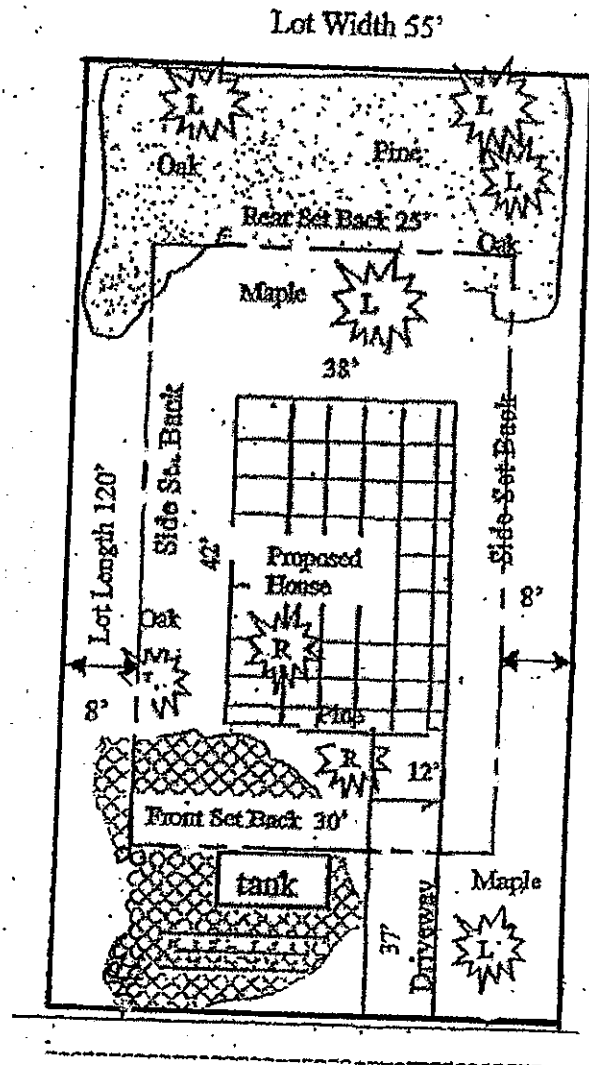
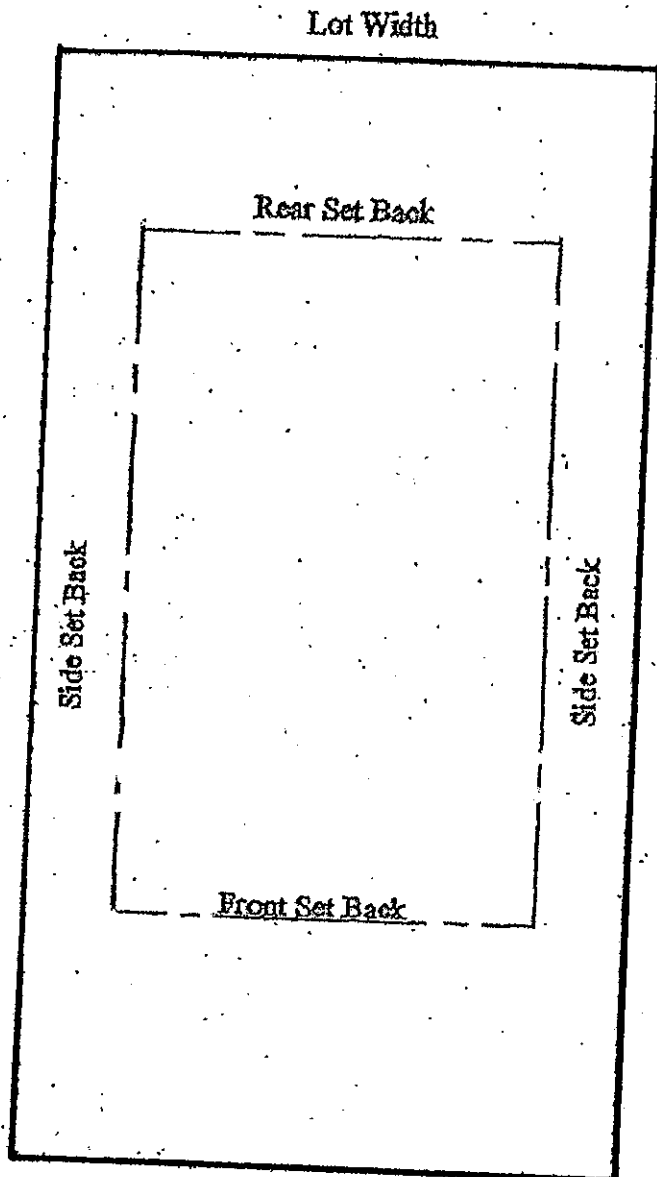
Driveway culvert is to be installed prior to clearing and/or construction. Culvert is to be back-filled and 4" gravel base installed over fill.

Failure to provide these systems will result in the withholding of the final approval letter until these measures have been installed and damage caused by Storm Water Runoff to the construction site and other properties is corrected.



ASC Set-Back and Landscaping Requirements

EXHIBIT #5



If more than one lot or any special conditions apply, use additional sheet with all requirements clearly shown. Use format and information requirement list on this sheet.

Required Information

1. Lot width and length
2. Set backs, front, rear and sides
3. Location of house, driveway, walkways, septic tanks and lines, accessory structures, and location of proposed project
4. Locate all trees and identify each location as to remove (R) or leave (L) and species (pine, oak, maple, etc.)
5. Shaded areas are to be left natural
6. XXXX'ed are areas that require fill

ASC
CONSTRUCTION AGREEMENT
EXHIBIT #6

DATE: _____

Construction Location (Lot #): _____

Name of Owner: _____

Address: _____

Telephone: _____ (H) _____ (W)

Contractor: _____ License #: _____

Address: _____

Telephone: _____ (W) _____ (C)

It is clearly understood that the Sea Trail Architectural Standards Committee has established the Residential Design and Construction Standards to preserve and protect the Property of Sea Trail and the Property Owners of Sea Trail.

Therefore, we agree to abide by the following rules:

1. We have read the ASC Standards, Covenants, Conditions and Restrictions dated _____ and agree to follow them in full.
2. We understand and agree that both the property lines and the house footprint are to be staked by a registered land surveyor for the administrator's review and approval of trees to be removed, prior to any construction activities on our lot.
3. We agree to carry out this project through the final review by the ASC. Any changes to these plans will be first approved by the ASC prior to implementation.
4. We are responsible for the behavior and actions of all workers contracted to work on this job while they are at Sea Trail.
5. We are responsible for maintaining a clean construction site at all times and will provide one of the following trash containers:
 1. Dumpster – 30 yard capacity minimum;
 2. Wood frame with wire wall structure 12' x 12' x 4' high with top;
 3. Alternate method to be approved by Sea Trail ASC.
6. We will be responsible for a thorough clean up of the construction site for the duration of construction and upon completion of the building project.
7. We agree to provide foundation survey in a timely manner.
8. We agree to notify the ASC for field reviews at each stage of construction.

9. We also understand that water run-off from the building lot will be increased by the impervious surfaces of the house, driveway, decks, etc. which are constructed. Therefore, we understand and agree that:

- a. Under the rules and regulations of the State of North Carolina, water run-off must be controlled on the Home Owner's Property so that problems are not created for the adjacent property owner or Sea Trail.
- b. Site designs must direct water run-off into one of Sea Trail's or the Town of Sunset Beach's storm water systems or retain the water run-off on site.
- c. The Architectural Standards Committee may require the Owner to have a N.C. Licensed Engineer to provide the site run off design at the owner's expense.
- d. Water problems created by a home not complying with these requirements will be corrected at the home owner's expense.

10. We understand the owner(s) is responsible for all fines and fees referenced in Section V of the ASC Design Standards.

_____(Seal) _____(Date)
Owner

_____(Seal) _____(Date)
Owner

_____(Seal) _____(Date)
Contractor

**ASC
COLOR BOARD
EXHIBIT #7**

OWNER'S NAME: _____

CONTRACTOR: _____

MATERIALS DESCRIPTION:

SAMPLES ATTACHED

FOUNDATION:

MATERIAL _____

COLOR _____

PORCH/DECK/TERRACE FOUNDATION: (Circle one)

MATERIALS _____

COLOR _____

RAILINGS:

MATERIALS _____

COLOR _____

SIDING:

MATERIALS _____

COLOR _____

TRIM:

MATERIALS _____

COLOR _____

MATERIALS DESCRIPTION:

SAMPLES ATTACHED

SHINGLES:

BRAND AND GRADE _____

COLOR _____

SERVICE YARD SCREENING:

MATERIALS _____

COLOR _____

DRIVEWAY/WALKWAY:

MATERIALS _____
(PROVIDE SAMPLE IF OTHER THAN CONCRETE)

COLOR _____

SHUTTERS:

STYLE _____
(PROVIDE BROCHURE)

COLOR _____

COLUMNS:

STYLE _____
(PROVIDE BROCHURE)

COLOR _____

EXTERIOR WALL:

MATERIALS _____
(BRICK/STONE/ETC.)

COLOR _____
(Minimum painted sample board size of 8 1/2" x 11")

MATERIALS DESCRIPTION:

SAMPLES ATTACHED

GARAGE DOOR:

STYLE _____
(PROVIDE BROCHURE)

COLOR _____

FRONT DOOR:

MATERIALS _____

COLOR _____

OTHER:

MATERIALS _____

COLOR _____