

GOLF EAST PROPERTY OWNERS ASSOCIATION, INC.

ARCHITECTURAL COMMITTEE PROTOCOLS

Amended _____ // Replaces all previous versions

INTRODUCTION

These GOLF EAST ARCHITECTURAL COMMITTEE PROTOCOLS (**Protocols**) are established to provide to members of Golf East Property Owners Association (**POA**), building contractors, realtors, and closing attorney's guidance on the architectural requirements and procedures within Golf East.

These Protocols flow from and are designed to be in agreement with the governing documents of the POA, including the POA Declaration of Restated and Amended Covenants, Conditions, and Restrictions (**CCRs**); the POA Bylaws (**Bylaws**); and the NC Planned Community Act (**Act**). All governing documents can be found on the POA website at www.golfeast.org or can be made available for review upon contacting the POA Board of Directors (**Board**).

APPROVAL OF BUILDERS IN GOLF EAST

In addition to and in agreement with the requirements set forth in the CCRs, the following applies to builders wanting to conduct business in Golf East:

- Building contractors who have not already been reviewed as to financial responsibility, building experience, and ability to build homes or other structures of the class and type of those which are to be built in Golf East must be approved by the Golf East Architectural Committee (**AC**).
- Building contractors previously approved by the AC who have performed unsatisfactorily in Golf East or who have been reported by other POAs, Carolina Trace Association, or the Carolina Trace County Club as having performed unsatisfactorily, or any such building contractor who is in litigation for unsatisfactory performance within Carolina Trace, will be reviewed by the AC and such building contractor's status in building homes in Golf East may be suspended or terminated.

REQUEST FOR CONSTRUCTION APPROVAL IN GOLF EAST

A request for construction approval for building or altering a home in Golf East must contain the following:

- Completed Golf East Construction Approval form signed by both the owner(s) of record and the builder
- Completed Golf East Construction Indemnity Agreement
- Copy of plans and specifications showing front, rear, and side elevations in respect to topography of the site and floor plan (Minimum scale: 1/4"-1')
- Copy of plot plan bearing registered surveyor's signature and seal, showing placement of house on the lot, location and materials for driveway(s) and walks, ground cover, easements, and location of heating/air conditioning equipment and any propane tanks. The Plot Plan must also show the road ditches, type of piping under driveway, and sizing of rock in ditches for erosion prevention in accordance with the Golf East Master Road Drainage Plan. Lot drainage onto or affecting the golf course must be approved in writing by the Carolina Trace Country Club's appointed representative.
- A separate plot plan with a landscaping plan to include existing trees that will be retained and the number and variety of new tree and shrubbery plantings. After initial approval, the AC will have thirty days to consider requests for subsequent revisions to these plans. Failure to adhere to the plot plan and/or landscaping plan may result in the AC seeking resolution through the Grievance Procedure set forth in the Bylaws.
- Copy of the contractor's North Carolina General Contracting License.
- Copy of proof of General Liability, Employers Liability, and Workers Compensation Insurance, listing the contractor, carrier, policy number, and expiration date.
- A mandatory construction deposit:
 - New home construction \$5,000
 - Additions to existing homes \$500 minimum deposit (500 sq. ft. or less)
 \$3,000 maximum (\$1 per sq. ft. if more than 500 sq. ft.)
 - Additions are any enlargement of the existing dwelling; enclosure of a deck or porch; or addition of any detached structure approved by the AC
 - Owner shall pay the deposit when submitting the Request for Construction Approval or the Construction Indemnity Agreement, and the deposit shall be kept

by the POA Treasurer in an escrow account separate from the POA operating account

- The deposit will be refunded to the owner upon build completion, less any amounts needed to cover damages to any road, neighboring properties, ditches, drains, drain fields, the golf course, Lake Trace, and common property (unless otherwise paid for by the owner)
- A written Water Management and Control Plan containing a complete narrative description, together with appropriate features and locations shown on a copy of the plot plan, to describe in detail what measures will be taken during all phases of construction commencing prior to any tree/shrub removal, grading, excavation, building construction, driveway/walkway installation, and gutter/drain installation, through and beyond final landscaping.
 - This Plan shall be signed by the owner(s) of record and the builder, and must address temporary as well as permanent measures to provide silt containment, water retention, water control, and dispersal, with particular attention paid to any impact on adjacent properties, ditches, roads, drains, drain fields, the golf course, and Lake Trace. Grading shall not divert water to another lot.
 - Minimum requirements for silt control include the following: Silt fence installation on all adjoining properties, and on lake front properties, a chain link reinforced super silt fence and straw bales installed on the lake side. All silt controls shall be checked daily, and any necessary repairs or changes shall be made that day.
 - The AC will have the Plan reviewed by a civil engineer at the owner's expense prior to granting construction approval and again after final landscaping prior to final AC approval.
 - The requirement for a Water Management and Control Plan may be waived at the AC's sole discretion.

BUILDING LOCATION

In addition to and in agreement with the requirements set forth in the CCRs, the following applies to the location of buildings in Golf East:

- If an applicant requests an exception to the setback requirement, the AC shall consult with the owners of the neighboring properties to ensure that they have no objections.

- If the applicant owns two adjacent lots and proposes to locate the home so it occupies parts of both lots, the AC may use its discretion when modifying the setbacks.
- If the applicant owns two adjacent lots and proposes to locate the home on only one of the lots, setback rules for the single lot shall apply to ensure property lines are protected for the vacant lot.

MONITORING OF HOMES UNDER CONSTRUCTION

The AC shall monitor homes under construction as follows:

- When the building contractor has staked out the house foundation location, established the lot corners, and run string lines connecting the lot corners, the AC shall inspect the site along with the builder and lot owner(s) to verify that the staked location conforms to the approved plan and required setback requirements. If necessary, the AC may require a revised plot plan to be provided. The AC will then confirm with the contractor and owner(s) which trees are not to be cut. All trees that will not be cut will be identified with tags by the owner(s) or designated representative and member of AC.
- When the foundation footings have been staked out and laid, the AC will take measurements to confirm the setbacks are as per the approved site plan.
- Periodically, the AC will inspect the construction site to confirm that (1) approved plans are being followed; (2) the site is maintained free of debris; (3) silt fences and drainage measures are in proper condition; (4) quiet hours are being respected; (5) road surfaces are not being damaged or defaced; and (6) any repairs to surfaces due to construction damage or utility cuts are being timely made.
- The AC reserves the right to maintain liaison with neighbors who may be in a better position to monitor day-to-day operations, progress, and general tidiness at the construction site.
- Upon completion of the home construction, landscaping, and all actions required by the Construction Approval, Construction Indemnity Agreement and the Water Management and Control Plan, and prior to the final inspection by the Lee County Building Inspector for the purpose of granting a Certificate of Occupancy, the AC shall inspect the exterior of the home and the lot to ensure that all provisions of these documents have been satisfied prior to the owner occupying the home. The AC may grant some exceptions to completion of landscaping when seasonal weather conditions preclude planting or

seeding.

- A member of the AC shall be present when the builder, contractor, or lot owner(s) conduct a final inspection with the Lee County Building Inspector for the purpose of granting a Certificate of Occupancy.

GENERAL HOME AND HOMESITE REQUIREMENTS

In addition to and in agreement with the general home and homesite requirements set forth in the CCRs, the following applies:

- The following measures will be taken to ensure a clean, safe building site as well as to prevent damage to roads, adjoining properties, and any other portion of the Golf East community:
 - Trucks, trailers, and excavating equipment shall not be parked overnight on the roads in Golf East. Drivers of heavy trucks, trailers, and excavating equipment shall exercise care in maneuvering vehicles to avoid damage to the asphalt pavement and culvert pipes.
 - Contractors, contractors' employees, subcontractors, and drivers of all vehicles to construction sites must observe all posted speed limits and observe safe driving while operating vehicles on Golf East and Carolina Trace roads and must adhere to Carolina Trace gate access protocols.
 - The owner(s) of record shall be responsible for any damage caused to roads, adjoining property, and any other portion of the Golf East community by their construction activity.
 - Gravel coverage shall be applied to the driveway between the time the lot is cleared and any construction work is started, and coverage shall be replenished and maintained throughout the construction period. Excess dirt and gravel spilled on paved roads and carried onto the pavement by vehicles shall be removed immediately.
 - All construction vehicles are required to enter the property only at the marked driveway. All construction driveways and parking areas are to be constructed with Class-A riprap stone during the construction process to minimize road damage and silt run-off. Rock must run a minimum of 25 feet from the paved road. Any vehicles that have been on non-graveled areas must have all wheels or tracks cleaned before accessing Golf East property. Failure to comply will result in a fine of \$100.00 per vehicle per incident per day. This amount will be

deducted from the construction deposit and remain in escrow until such time as any and all fines are paid.

- Any disruption of a paved road surface caused by the contractor, subcontractor, utilities, or workers shall be promptly repaired and restored to its original condition by the contractor. Any settlement of patched roadway resulting from such disruption occurring within one year of completion of construction shall be promptly repaired by the property owner. It shall be the owner's obligation to ensure work is done in accordance with these guidelines.
 - Sanitary facilities shall be provided for workers.
 - All paper, cans, bottles, and any other refuse shall be kept in appropriate receptacles. Scrap building materials, empty cartons, and other such construction material shall be piled neatly in an appropriate container. All such refuse is to be removed at least weekly. If materials or refuse reach the top of their respective containers, they must be removed immediately.
 - If materials are blown into an adjacent property or damage is caused to adjacent property, corrections and repairs shall be immediately made by the contractor. Any disruption to a neighboring property (be it silt, trash, or damage of any kind) must be fixed within 24 hours. Anything not fixed within this time period shall be fixed by the AC and billed to the owner(s) of the property.
 - No materials or substances shall be burned at the site and no paint, solvents, fuel, oil, or other hazardous materials shall be discarded on any part of Carolina Trace property.
- Driveways deemed by the AC to need any water conduit shall have reinforced concrete driveway pipes (minimum diameter 15") to facilitate the flow of storm water in or near the drainage ditch. Larger diameter pipe may be required, dependent upon the flow volume of the drainage ditch. Driveways are required to be fitted with drain gratings or other means to control flow of water. All driveway pipes, drain gratings, or other means of controlling water must be described in the water management plan and comply with the Golf East master road drainage plan.
 - Before any house may be occupied, a mailbox meeting federal postal standards and in accordance with the Golf East standard design (including slots for newspapers or flyers and an appropriate stand) must be installed.
 - Tree cutting and preservation during site preparation and construction shall be as follows:
 - The complete removal of all trees from any parcel of land without the prior

written approval of the AC is prohibited.

- Every effort should be made to preserve as many mature trees as possible in order to maintain the location's natural beauty and to prevent erosion.
 - No trees shall be cut without a member of the AC or appointed representative and representative of the owner on site. Any unapproved tree cut is subject to a \$100.00 fine.
 - Tree removal for construction site clearance shall be limited to those within the footprint of the building foundation and not more than twenty (20) feet beyond and those within the boundaries of walks, driveways, and parking areas. Location of buildings, walks, driveways, and parking areas shall be planned to minimize tree removal.
 - All uprooted stumps in Golf East are to be removed. Tree stumps that cannot otherwise be removed shall be trimmed to ground level and ground out.
 - All available preventative measures must be exercised during tree clearing and construction to avoid damage to trees on that lot and adjoining properties.
 - If a tree is damaged during clearing or construction but not removed, a certified arborist may be consulted to determine if any such damaged tree is beyond healing or repair. Any tree damaged as such will be replaced with a comparable tree, if possible; alternatively, monetary remuneration as determined by the arborist may be provided to the injured party. The consultation and replacement or remuneration shall be paid for by the owner.
- Through-the-wall air conditioning or heat pump units on the street side of homes are not permitted.
 - All dwellings must be connected to the central water and sewer systems.
 - Boat docks on the shoreline of Lake Trace must have a signed plan approval from the AC and the then-current owner(s) of Lake Trace, and docks shall under no conditions violate the easements in place at the proposed shoreline.
 - Outside television antennas, except satellite TV dish antennas no more than 24" in diameter, are not permitted. Owners having existing outside television antennas that are no longer in use are encouraged to have them removed.

FENCES

All proposed fence construction must be submitted in accordance with the applicable construction approval requirements herein these Protocols, and the construction must meet all AC recommendations or modifications and approval prior to construction, subject to the following guidelines:

- Fences will have a maximum height limit of 60” and shall be black aluminum. Brick or stone columns in the fenceline are allowed. No chain-link, cyclone or wooden fences will be allowed. No stockade or privacy fences will be allowed.
- A fence with 60” panels installed according to industry standards complies with the five-foot height maximum in the covenants. Homeowners desiring a fence panel or decorative arched gate over five feet may request a variance in the application.
- All fences must adhere to the natural aesthetics of Golf East.
- Fences may be used only to enclose backyards of properties and are not permitted to run along the front of properties in Golf East.
- Fences shall not encroach on any Golf East common property and shall not restrict use of easements or access to utility sites.
- Fencing shall not be used for a full-time pet enclosure, and animals shall not be left outside all day, overnight or when a property owner is not home.
- Fences must be maintained in good repair, appearance, and structure, and be free from mold, mildew, rot, collapse, discoloration, or rust.

Fences already in existence that have been properly acknowledged by the AC are considered acceptable despite any exceptional aspects and are considered “grandfathered,” but no such grandfathered element shall be construed to establish a precedent or permission for any other lot.

SOLAR PANEL INSTALLATION

In addition to and in agreement with the CCRs, the following applies to solar panels on any Golf East property:

- No panels shall be installed on the ground.
- No batteries or other storage systems shall be installed outside of the home.

- If the panels are installed on the side of the house visible to the street, the color of the panels must blend with the roof color and lay flat on the existing roof.
- Installation must be completed by a contractor approved by both the state of North Carolina and the current energy provider.
- All contractors must show proof of liability and workers compensation insurance.
- Prior written approval must be received from the AC before any work on installation begins.

FOR: GOLF EAST PROPERTY OWNERS ASSOCIATION, INC.

ACKNOWLEDGED AND APPROVED BY THE ARCHITECTURAL COMMITTEE:

COMMITTEE CHAIRPERSON PRINTED NAME

COMMITTEE CHAIRPERSON SIGNATURE