



# The Fields

## **ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCEDURES & GUIDELINES**

**Along with the guidelines below every homeowner should be familiar with Declaration of Covenants and in particular Article XI, the guide to the building restrictions.**

### **COMMUNITY CONCEPT OF THE FIELDS**

The Fields Development Company is creating a private equestrian community as an extension in variety of activities and style of the Southern Pines Equestrian Community. The concept is to create farm settings that are natural and blend with the landscape, uncluttered in use of space, and consistent in design and color palate from farm to farm. Common areas and a network of horse trails support the feeling of community and extend the boundaries of individual farms to those who embrace the use. Sustaining wildlife areas through natural plantings and retaining forested areas along topographical boundaries is an enhancement to enjoyment of an equestrian lifestyle.

### **DESIGN GUIDELINES AND BUILDING RESTRICTIONS**

The Architectural Review Committee is established by Article IX – “DESIGN, HARMONY, ENVIRONMENTAL CONTROLS” of the Declaration of Creation of The Fields, A Planned Community (the “Declaration”). Reference is also made to other sections of the Declaration that make specific reference to an item covered by the Architectural Guidelines.

Each stage of activity will be carefully monitored to assure compatibility with the Declaration. The Architectural Review Committee (**ARC**) is committed to specific principles and professional standards to be observed by all builders, property owners, and homeowners.

Planning and management are to be carried out in a fair, consistent, and reasonable manner through design standards and uniform review procedures. The ARC has the exclusive right to reject any site, building plan and/or specifications, which are in its opinion not compatible with the regulations set forth herein, including purely aesthetic reasons.

The most important considerations apply to exterior elevations. Design consideration should be given to all elevations of the home. The topography of the land should influence the design and architectural style of a proposed home on a site. The natural beauty and topography of a hillside should be retained. Allow the house to fit the slope rather than excavate and leave unnatural shapes and scars, which are difficult to soften and blend with the surroundings. The cutting of level areas into hillsides should be minimized.

Plans prepared by licensed design professionals are strongly recommended and will facilitate approvals. Incompetently prepared or incomplete plans will not be considered for review. Design professionals should make preliminary presentations to the ARC on your behalf, so that the ARC's decisions can be made in a timely manner.

In order to receive approval for new construction or alterations to existing homes, appropriate plans and details must be submitted to the ARC for approval in accordance with the provisions contained in this manual.

The ARC carries out its responsibility on behalf of all residents at The Fields to establish an aesthetically pleasing environment for the protection of property values for generations to come.

The ARC assumes no liability for the owner's responsibilities, which include but are not limited to the following:

1. Performance of quality of work of any contractor or subcontractor.
2. Compliance with all laws, codes and ordinances.
3. Determination of environmental restrictions, drainage, and grading requirements and all soil conditions.
4. Determination of structural, mechanical, electrical, and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, and other professionals.
5. Accuracy of all stakeouts and surveys.

#### **AUTHORITY**

The ARC is established pursuant to Article 9.1 of the Declaration of Covenants and is, therefore, differentiated from all other committees which may subsequently be established by the Board of Directors pursuant to any authority which may be granted to it in the Bylaws. It is responsible for carrying out its duties on behalf of all residents of The Fields for the benefit of the total community. The ARC has the right to establish, subject to approval by the Board of Directors, criteria for the construction or modification of homes on the real property, which is subject to these restrictions. The ARC is empowered to enforce its policy, as set forth in the Declaration of Covenants and these Guidelines by any action in a court of law or equity to insure compliance.

## **RESPONSIBILITIES**

The ARC is empowered to perform the following services:

1. Establish architectural criteria and exterior design themes for the community.
2. Establish design review criteria for the protection of enduring property values.
3. Review all design applications for compliance with ARC Policies and Procedures and the Declaration of Covenants.
4. Establish fees for the application and review process.
5. Assure that all lots are properly maintained and mowed twice a year, as required by The Rules and Regulations.
6. Monitor and enforce compliance with the ARC policies.
7. Evaluate current ARC policies and amend as necessary.

## **MEETINGS**

The ARC will meet as needed to review applications for building or remodeling. The ARC may also meet if circumstance arise such as; building plans have been revised, construction location has changed or the homeowner has requested clarification on a specific issue. The applications and plans reviewed will be approved or disapproved within fourteen days of receipt of the completed application.

## **MEMBERS**

The ARC shall include five voting members appointed by the Fields Board of Directors. The ARC shall, in January of each year, elect a Chairperson, who shall be subject to approval by the Board of Directors.

## **DESIGN APPROVAL PROCESS**

The following is an outline of the steps involved in the design approval process.

Note: Upon receipt of a completed application the ARC will review and assure it is complete and then notify the homeowner via email that it has been sent to the ARC. The date that the complete application is sent to the ARC is the start of the fourteen-day approval period.

## **STEP ONE: ARCHITECTURAL REVIEW**

The owner or owner's agent must submit the completed application form and plans consisting of the following:

1. Building Application Form
2. Site Plan
3. Foundation and Topographical Survey by licensed surveyor.
4. Floor Plans
5. Exterior Elevations (all sides)
6. Appropriate samples of exterior materials and colors
7. **A non-refundable fee shall be assessed per lot upon approval of the**

**primary home construction plans. The fee is \$1,600 (sixteen hundred dollars) and may be raised by the Board of Directors by not more than 20% per year. Once an approved primary home/dwelling unit has constructed on a lot, there will be no further ARC fees for any application relevant to that lot.**

- **Please make the check payable to The Fields POA and mail to The Fields POA, Care of ARC, 101 Bracken Hill Rd., Cameron, NC 28326.**

WHERE NECESSARY, AN EROSION CONTROL PLAN WILL BE REQUESTED FOR SUBMISSION WITH THE FINAL PLANS. BUILDING PLANS WILL NOT BE APPROVED UNTIL ALL EROSION CONTROL MEASURES HAVE BEEN INSTALLED.

### **STEP TWO: FINAL ARCHITECTURAL REVIEW AND CONSTRUCTION APPROVAL**

The owner or owner's agent must submit two sets of final construction plans signed by the designer or owner. Plans must include the following before final approval can be granted:

1. Building Application Form
2. Site Plan, Grading, Foundation Plan, Floor and Roof Framing Plan
3. Floor Plans and Trim Details
4. Building Sections
5. Exterior Elevations
6. Roof and Roof Vents: structure, materials, manufacturer, color chips
7. Walls: structure, materials, color chips
8. Fascia and Trim: construction, materials, color chips
9. Doors/Garage Doors: specifications
10. Fences/Walls
11. Screen Enclosures
12. Finished floor elevation on each drawing and finished grade elevations at major corners of the dwelling and finished grading plan.
13. Mechanical Equipment
14. Driveways: material
15. Submit a detailed Landscape plan within six months of completion of the building project.

Sample materials and color chips will be returned with one approved set of plans to the owner, or owner's agent as soon as possible following approval (normally within five working days).

### **STEP THREE: APPLICATION FOR BUILDING PERMIT**

Following approval by The Fields ARC, the owner or owner's agent must submit approved plans to the Moore County Inspections Department for required permits. No

clearing of any lot or building site for construction shall commence without a building permit and after the ARC has conducted a site inspection for location of the house and tree removal.

#### **STEP FOUR: FINAL INSPECTION**

The owner or owner's agent shall notify the ARC upon completion of construction and request a final inspection prior to issuance of the certificate of occupancy or projects requiring a building permit. All exterior construction and final site work, including cleaning the lot of all construction debris, must be completed prior to the ARC final inspection. The ARC will issue a completed sign-off document certifying ARC approval.

#### **DESIGN REVIEW DECISIONS**

Upon receipt of a properly completed Building Application Form, the ARC will review Applicant's plans and specifications and render decisions in writing.

1. APPROVED
2. APPROVED SUBJECT TO LIMITING CONDITIONS
3. NOT APPROVED

If Applications are APPROVED (with or without comments), applicants may submit plans and specifications for Final Architectural Review (if this step has not been completed) or for building permits. "Comments" regarding any specific Application may be rendered to encourage changes that the ARC deems desirable, but such "comments" are not binding upon Applicants.

If Applications are APPROVED SUBJECT TO CONDITIONS, then Applicants must make changes prior to submitting plans and specifications for Final Architectural Review. "Limiting Conditions" are binding upon Applicants.

In the event Applications are NOT APPROVED at the time of the ARC, Final Architectural Review, Applicants must make appropriate changes and resubmit for same step for which plans, and specification were not approved.

#### **APPEAL**

If an Application is not approved, or the approval is subject to limiting conditions, which the Applicant feels are unfair, the Applicant should contact The Fields Board to request a meeting with the Board and ARC to justify his/her position. After the meeting, The Fields Board will review the matter and notify the Applicant of the Boards decision within seven days of the meeting.

#### **VARIANCES**

All requests for variances from the requirements in this manual shall be made in writing. Any variance granted shall be considered unique and will not set any

precedent for future decisions.

### **APPROVAL EXPIRATION**

Applicants must begin construction with ninety days of Final Architectural Review approval by the ARC. If the 90-day limit cannot be met for any reason the ARC must be notified of the new construction start date.

### **SITE PLAN**

Scale: One inch = Twenty- foot minimum

1. North Arrow
2. Building Set-Back Lines
3. Right-of-Ways
4. Patios/Decks
5. Foundation Lines
6. Roof Line/Overhang
7. Walls & Fences
8. Property Lines
9. Easements
10. Driveways/Walkways
11. Pools
12. Drainage Improvements/Storm Water Discharge
13. Dwelling Perimeters (1<sup>st</sup>/2<sup>nd</sup> floor)
14. Erosion Control Plan
15. General landscape plan with location of plantings.
16. Finished grades all corners of dwelling
17. Topography Lines (existing grades)
18. Manure management plan

### **FOUNDATION PLANS:**

Scale One fourth inch = One foot

### **FLOOR AND ROOF FRAMING PLAN:**

Scale One fourth inch = One foot

### **FLOOR PLANS:**

Scale One fourth inch= One foot

### **EXTERIOR ELEVATIONS:**

Scale One fourth inch = One foot

1. Finished grades accurately plotted at the foundation line.
2. All exterior views of structure including materials on each elevation
3. Indicate all finished floor elevations.
4. Chimney materials identified and cap design shown.
5. Roof pitches noted on all roof slopes
6. Decks and railings/benches

## **BUILDING SECTIONS:**

Scale three-fourth inch = One foot

1. Detailed wall/roof/foundation section
2. Roof pitch/materials/framing details
3. Exterior trim profiles and details

## **AS BUILT SURVEY:**

1. By Certified Licensed Surveyor
2. Building Setbacks
3. Lot Corners
4. Dwelling Corners

## **CONSTRUCTION TIME**

The work of construction, altering, or remodeling any building on any lot shall be pursued diligently from commencement until the completion thereof, and shall be completed with 12 months from the time plans are approved by the ARC. If the commitment cannot be met for any reason the ARC must be notified of the reason for the delay and the new completion date.

## **CONSTRUCTION CHANGES**

All construction must be completed in accordance with the Application and Design Documents as approved. Exterior changes to the subject property must receive prior approval of the ARC. Applicants requesting design change approvals should submit changes to the management company who will consult with the ARC to determine if Design Documents are required for approval.

## **CONSTRUCTION INSPECTIONS**

Periodic inspections may be made by the ARC while construction is in progress to determine compliance with the approved Design Documents.

## **ADDITIONS / REMODELING / IMPROVEMENTS**

Applications requesting changes, modifications, alterations, and improvements to existing homes should be sent to the ARC to determine the design documents required for approval. No work shall commence without approval of the ARC. This includes all exterior home and site changes, such as repainting of home if another color is used other than the originally approved color.

## **EXTERIOR MATERIALS**

The ARC shall have final approval of all exterior materials and colors. Exterior materials and colors that would be, in the opinion of the ARC, inharmonious, discordant or incongruous shall not be permitted.

The following are the materials that are permitted and not permitted.

1. Materials Permitted

- a. Masonry: natural stone and brick (both stone and brick are subject to approval of the selected color and type of material).
- b. Wood (cypress/ cedar/ redwood, etc.): lap siding; cedar shakes or shingles; tongue and groove siding; clapboard.
- c. Stucco
- d. Concrete board
- e. Engineered stone or brick

2. Materials Not Permitted

- a. Vinyl or Aluminum Siding (Exceptions – Soffits / Vents / Trim/ Gables)
- b. Panelized Siding (i.e. T-111 Siding), except on turn out sheds approved by the ARC.
- c. Plywood / Particle Board
- d. Concrete Block (Exception – as a sub-surface wall and / or foundation wall which is covered with other permitted materials)
- e. Asphalt Siding
- f. Logs / Poles

**COLOR**

Exterior colors that are inharmonious, discordant and /or incongruous will not be approved. Earth-tone exterior colors are preferred. The intent is that individual structures should blend into the natural setting.

The ARC reserves the right and authority to reject a house plan on color selections or combinations alone, even though the architectural design of the house is acceptable and would be approved on its own merits.

**WINDOWS**

Windows that are wood, aluminum, vinyl or painted exterior are permitted. Windows with divided light must be “true divided light” or “simulated true divided light.” Snap-in grills or muntins are not approved.

**ROOF PITCH / ROOFING MATERIALS / SOLAR ROOF PANELS / SKYLIGHTS**

The ARC has the right to disapprove any roofing material or color choice that it deems unacceptable. Roof materials and colors are very important to the design aesthetics and shall be carefully reviewed by the ARC.

1. Pitch – Primary roofs should slope at a minimum of 7/12 pitch. Flat roofs and butterfly roofs are not acceptable and will not be approved.
2. Materials - Acceptable materials are cedar shakes/shingles, metal, natural slate, tile, copper seamed roofing, simulated shake asphalt, heavy weight dimensional asphalt shingles and fiberglass shingle roofing.
3. Solar roof panels are permitted but must be designed to be flush with the roof plane and blend with the roof color.
4. Skylights with trim color to conform to the roof color are permitted.



**CHIMNEYS**

All wood burning fireplaces fireplaces/heaters must be vented vertically through a chimney. All gas fireplaces may vent vertically without chimney as long as the vent pipe is no higher than the plumbing vents and must blend with the roof color. If side venting is required, the vent must be architecturally complementary to the house design. All chimneys must be of proportionate size to the overall house size/design; must have architecturally acceptable design characteristics; and the color of material must be the same as the color of that material being used on the house. No fireplace flue may be exposed through the roof without a chimney. No side venting is permitted. Flues for wood burning fireplaces must include spark arresters. Spark arresters and chimney caps are to be unobtrusive. Appropriate termination devices should conceal flue pipes at the chimney top.

All flashing and metal chimney caps can be copper or should have a dark dull finish. Plumbing vents should be placed on the rear side of the roof where possible. Roof penetrations shall be painted to match roof color. Gutters can be copper or should be painted to match the trim.

Chimney material must consist of primary building material of the dwelling. Where two or more materials are used for the house, the chimney may be constructed of one of those materials. The following represents a sampling of acceptable standards for house/chimney material combinations:

House Material -----	Chimney Material -----
Brick	Brick or Stucco
Brick & Stucco	Brick or Stucco
Wood Siding	Brick or Stucco
Stucco	Brick or Stucco
Stone & Stucco	Stone or Stucco
Wood Siding & Stucco	Brick or Stone or Stucco

**GARAGE / DRIVEWAYS / WALKWAYS**

Wooden and metal garage doors are acceptable. Garage doors with internal windows or glass are approved if they integrate with the design theme of the structure.

Driveway surfacing materials and colors must be approved by the ARC.

Adequate culverts shall be installed wherever driveways or other improvements cross ditches or other drainage ways. Metal culverts are not acceptable.

**AWNINGS / SHUTTERS**

1. Awnings, canopies, and shutters must be included with all plans for review by the ARC.

2. Extruded aluminum, fiberglass, or plastic materials are not permitted for awnings or canopies.

### **MAILBOXES / ADDRESS SIGNS / BANNERS / LETTER PLAQUES**

All mailboxes and address designations shall be of the standard, uniform design as approved by the ARC. Property owners shall be responsible for their installation. No other mailbox, paper box, or other receptacle of any kind for use in the delivery of mail, newspapers, magazines, or similar material shall be erected or located on any Lot.

All banners, signs, letters, and/or plaques must not exceed 24 inches by 24 inches unless approved by the ARC.

### **ANTENNAE AND SATELLITE DISHES**

Exterior radio and television antennae, aerials, and disks and dishes larger than forty inches in diameter for reception of commercial broadcasts shall not be permitted on any Lot. Disks and dishes forty inches or less in diameter are permitted provided that the homeowner attempts to keep it unobtrusive from the street or adjoining lot they are not visible from the street or from an adjoining lot. Under no circumstances may trees be removed for the purpose of improving the effectiveness of a satellite dish.

No other aerials, without permission of the ARC as to design, appearance, and location or pursuant to Regulations issued for that purpose.

The follow minimum standards apply:

1. Try to conceal the location of the dish
2. The location must be unobtrusive and should not be visible from the street.
3. Adequate screening is to be provided so that the disk or dish is not visible from any adjoining lot.
4. No front lawn or side yard installation is to be allowed.
5. No installation at the ridge peak or a roof is allowed.

### **OUTDOOR LIVING AREAS / SWIMMING POOLS / POOL ENCLOSURES / SCREEN CLOSURES / DECKS / PATIOS / TERRACES / SPAS**

1. The use of decks and terraces are encouraged. Multi-level decks and terraces are recommended on sloping sites to limit height above grade. Consideration should be given to placement of the house to allow for outdoor living spaces and amenities, which must be constructed within building setbacks.
2. No above ground pools are permitted.
3. Pool mechanical equipment must be adjacent to the dwelling and fully screened from all sides with either fencing or plant materials.
4. All living areas, decks, patios, etc., must be constructed within the building envelope.

5. Spas are permitted within the rear-building envelope and as part of the living area. However, spas are not permitted as stand-alone fixtures on any home. Spas must be appropriately screened or built into the deck.

### **EXTERIOR LIGHTING**

Security lights are discouraged. If they are necessary, they must be controlled by motion sensors calibrated to detect motion only on the Lot and to turn off within five minutes after the motion stops. Other lighting for walkways, exterior living areas and landscape lighting should be low lumen diffused lighting.

### **UTILITIES / ACCESSORY STRUCTURES / SERVICE AREAS**

1. No barns, stables, or storage buildings will be approved for placement on any lot/dwelling unit that does not include in the application or already have in place a residence structure, either a single-family dwelling or a Hunt Box, as defined in sections 11.2.1 and 11.2.3 of the Declaration of Covenants.
2. All accessory structures must be constructed/located within the building envelope.
3. All barns, stables, and storage buildings will be ARC approved and under the same guidelines and building standards of home construction.
4. All utilities/meters, garbage containers shall be screened or walled from streets or adjoining properties.
5. Mechanical equipment is not permitted within the front setback.
6. Tennis courts or other recreational amenities are permitted within the rear or side building setback with prior approval of the ARC.

### **MANURE AND WASTE MANAGEMENT**

1. Each property owner who applies for ARC approval for an equestrian barn shall show the proposed stockpile location and shall also submit a waste management plan.
2. All property owners shall use published guidelines from local agricultural agencies to ensure waste management processes are being practiced insuring no run-off from same contaminates a neighboring lot, pond, creek, and neighboring domestic water supply.
3. All manure and related animal waste shall be stored in appropriate holding containers and removed in an appropriate amount of time to ensure such waste piles do not cause odors or insect infestation.

### **CLEARING / GRADING / DRAINAGE**

1. No site improvements, clearing, or construction on the property may begin until plans are approved, and trees requiring ARC approval in order to be removed are marked for ARC inspection.
2. Trees further than 75 feet from the property line, as well as brush and trees less than 3 inches in diameter within this 75 foot “buffer zone”, may be removed without ARC approval.

3. Cut and/or fill shall be replanted with plant materials that blend with native vegetation. Cut and/or fill areas shall be designed to blend with and compliment the natural topography of the site.
4. Gravel construction entrance aprons (twelve feet x twenty feet) are required on all construction sites.
5. Applicant shall be responsible for grading and surface drainage, so that surface run-off does not adversely affect adjoining properties or roadways. Applicant shall provide stepped terraces, diversion swales, silt fences with straw bale support, or other forms of erosion control devices to control erosion during construction.
6. Clearing the property shall be performed in such a manner as to:
  - a. Retain adequate soil coverage of existing trees to survive construction.
  - b. Limited stripping of topsoil should be practiced and soil that is stripped should be stockpiled for reuse.
  - c. Top soil and soil removed during site clearing must be replaced to bring the site up to its original grades as shown on the approved site grading plan.

#### **CONSTRUCTION SITE REQUIREMENTS**

1. All job sites shall be kept clean and in an orderly condition. No materials or equipment shall be stored or placed in the right-of way areas or drainage swale.
2. A temporary gravel construction street entrance a minimum of twelve feet wide x twenty feet long x six feet deep at the proposed driveway entrance shall be installed prior to construction.
3. Erosion control measures shall be installed as necessary to control erosion or run-off on adjacent properties, wetlands, and roads. All erosion or sediment caused by construction activities shall be cleaned immediately (within seven days) and /or removed and preventive measures taken immediately (within seven days) to avoid a recurrence. Failure to do so at the request of the ARC or appropriate Inspections Office could result in suspension of construction activities.
4. Contractors will be responsible for repair of any damage to development property or equipment occurring during construction. This includes but not limited to such things as disturbed easements, drainage pipes, roadway pipes, live vegetation, and trees.
5. Portable toilet is required during all phases of construction.
6. Job site work hours are as follows: Monday thru Saturday 6:30 am – 6:30 pm. Job site activity on Sundays and holidays are limited to the homeowner only.
7. All builders are required to provide the ARC with a 24-hour emergency contact phone number.
8. No alcoholic beverages or illegal drugs are permitted on the job site.
9. The playing of music that is loud enough to be heard beyond the job site is prohibited.

10. Any agents, subcontractors, and employees of contractors who violate construction site requirements or ARC rules may be removed and prevented from entering The Fields.
11. All builders are required to use metal dumpsters for collecting scraps of building materials. Dumpsters must be emptied when the debris accumulates to a visible height of more than one foot above the sides.
12. Contractors and homeowners are responsible for maintaining sites litter free. Violations will be handled as a serious manner by the ARC.
13. No construction vehicles may be parked overnight anywhere within The Fields. No vehicles shall be parked outside the property lines of the construction site.
14. Outside burning is permitted with the appropriate burning permits being obtained from the local authorities. All container fires will be extinguished at the end of the working day. All outside fires will be monitored so as not to cause a woods fire.
15. Contractors, sub-contractors and delivery vehicles MUST adhere to the 15-mile an hour speed limit.
16. Contractors may place up to three signs between the entrance gate and the construction site to direct subcontractors and deliveries to correct location, and they are to be removed within 30 days of the issuance of a certificate of occupancy.

### **PONDS**

No creation of ponds shall take place until erosion control plans are approved by the ARC and Moore County, if required by the County's ordinances and regulations.

### **DOG FENCES**

Underground electric fencing is approved for pet containment.

Mesh fencing, attached to the post and rail fencing, is acceptable. The color must be black or brown only.

### **LOT MAINTENANCE**

17. Property owners are required to have their Lots mowed at least twice a year, as required in section 11 of the Rules and Regulations.