

## **Village Park HOA Design and Development Guidelines**

**Purpose:** These design and development guidelines are to serve as a minimum set of design standards for the Village Park Community. In order to enhance the beauty of Village Park, to establish and preserve harmonious and aesthetically pleasing designs incorporated into Village Park, and to protect and promote values for Village Park, **no lot site plan** will be undertaken (including clearing, excavation, grading, and other site work, exterior alteration of existing improvements, and planting or removal of landscaping materials) nor any structures placed, located or installed upon any lot **without written approval** from Village Park's Architectural Review Committee.

**Authority:** The Village Park Architectural Review Committee (ARC) was established by the Village Park HOA in accordance with the Declaration of Covenants of Village Park. The Village Park HOA reserves the right, in its sole and absolute discretion, to **either approve or disapprove of any plans and specifications for any reason whatsoever**. The Village Park HOA reserves the right to charge a fee for receiving an application for approval of plans and specifications; said fee could be used for a damage fee during construction. All site work and construction shall thereafter be completed in strict conformity with approved plans and specifications and the Village Park HOA shall be entitled to stop any construction which is in violation of these restrictions. The Village Park HOA has prepared these Design and Development Guidelines as well as the review process and construction procedures, which will apply to all development and construction activities within Village Park.

**Architectural Review Committee:** The Architectural Review Committee (ARC) consists of Village Park resident's familiar with home construction in the area.  
**Plan Approval Procedure:** The process begins with the lot owner's application for plan approval. A review by the ARC will follow (will include site visit with the applicant) and a letter of approval, a letter of approval with modifications or a letter of disapproval will complete the process. If a letter of disapproval is determined by the ARC, the applicant, if so desired, can appeal against the decision in writing and may request a meeting with the ARC.

### **Design Review Process:**

A. Preliminary Review – As early as possible the owner/architect/builder shall prepare and submit three sets of preliminary plans, along with the required preliminary review materials. The intent of this preliminary review is to discuss the project and review the intended architectural style and site plan. All preliminary submittals must contain the following:

Site Plan – A site plan shall be presented at a maximum scale of 1" = 20'. The site plan shall show all trees greater than 6" in diameter at a point 4 ½ feet above ground level,

any trees to be taken out, property lines, site retention and erosion control measures, easements, setbacks, contour lines, building footprint with overall dimensions, walkways, driveways, any driveway drainage pipe (to be a minimum of 15-inch diameter and 20-feet in length if needed), any retaining walls, grading requirements and service line location for all utilities.

Floor Plan – Schematic and preliminary in nature; floor plans to have a minimum scale of 1/4" = 1' showing all rooms, windows, door openings, etc. with the calculation of the heated space.

Elevations – Schematic and preliminary in nature; drawings to be a minimum scale of 1/4" = 1' representing the view of all exterior sides of the proposed structure, principle materials identified and finish floor elevations in relation to finish grades.

Preliminary Stake Out – The home shall be staked out on the lot with at least 2 feet tall stakes making the corners. All trees proposed to be removed shall be marked with a surveyor's ribbon.

Preliminary Review – The ARC will either grant preliminary approval or provide reasons for rejection of the submittal. If the preliminary drawings are substantially changed; either by the ARC or desire of owner, they must be resubmitted and receive Preliminary Approval before proceeding for Final Approval. A Preliminary Approval is valid for six months from the date of the initial approval.

B. Final Design Review –The final construction documents shall include the following:

Final Site Plan – A final site plan shall be submitted with a maximum scale of 1" = 20' and shall show north arrow, lot lines, all buildings, structures, trees, setbacks, sidewalks, easements and street right of ways, all existing trees over 6 in diameter at a point 4 ½ feet above ground level, trees to be removed, building footprint with overall dimensions, driveways (material and labor) with drainage, walkways (material and labor), landscape areas, all utility service line locations, limits of construction authority, location of all external equipment (electric meter, air conditioning units, etc.) location of waste and recycling bins, final grading, silt retention and erosion control measures, location of construction dumpsters and portable toilets and any special construction parking plans.

Floor Plans – Floor Plans to have a minimum scale of 1/4" = 1' containing all information necessary for construction. Electrical plans must be submitted for the exterior with these plans.

Elevations - Drawn to a 1" = 1' scale accurately representing the view of all sides of the house. Floor elevations must be designated and existing and proposed grade levels must be shown. All exterior materials must be defined and specified as to material type and color.

Landscape Plans – Drawn to a 1" = 20' (maximum) scale and must convey a scaled representation of all planting materials, identified as to size, common name and variety. Plans shall also show location of landscape lighting with fixture catalogue cuts, walls, fences, pools, decks, patios, play structures and mailboxes (detail). Adequate plant screening shall be provided for HVAC units and waste collection containers. The contractor shall be responsible for locating existing utilities before excavating.

Final Stake Out – A final stake out must be completed and reviewed on site by the ARC

before any construction can take place.

Product and Material Samples – Photographs or cut sheets from manufacturers' a catalog of proposed windows, doors and lighting fixtures are required. Physical samples of rock, brick, stucco, etc. with colors, roof samples and other exterior features will be required.

Final Review – If the ARC fails to grant Final Approval of the project, it will suggest corrective action for resubmittal. If the ARC grants Final Approval in Village Park, an approval form will be given to the owner.

### **General Development Guidelines:**

All builders (and owner builders) of residences in Village Park must be licensed by the State of North Carolina. Construction and landscaping of the residence must be completed within 18 months of the commencement of construction.

- Construction Vehicle speed is **strictly limited to 20 mph**, as we have numerous pedestrians walking and children playing in our streets.
- Access to Village Park is controlled. The ARC, at its sole discretion, may bar or constrict any builder or subcontractor from entering Village Park. Construction **vehicle parking should be in front** of the subject property, on that same side of the road, wherever possible. No parking in front of existing homes and driveways. Vehicles must be parked so as not to impede traffic or damage vegetation. When on-site parking at the building site is limited, carpooling is recommended.
- The **maximum hours allowed** for construction personnel will be from **7:30 AM till 6 PM**, Monday through Saturday. No residential construction work will be performed on Sundays or National holidays without written permission from the ARC.
- The builder will be responsible for the conduct and actions of subcontractors and workmen on his job. Loud cars or **loud music** from radios that disturb the neighborhood **will not be permitted at any time.**
- Builders are expected to comply with all related **OSHA safety regulations** and provide adequate worksite visibility to warn encroaching vehicles. The ARC shall be notified of any serious accident, injuries or other emergencies immediately after its occurrence.
- The builder will be responsible for the **condition and cleanliness** of project site. Roadway should be cleaned of mud and debris daily, as needed. Care should be taken when loading trucks with dirt, construction debris, etc. The builder is responsible for trash and construction debris falling from construction vehicles, including all spillage from concrete trucks.
- An **approved commercial dumpster** shall be placed on each site and shall be dumped when necessary. Do not throw food in the construction dumpster as this attracts bears. Job site **portable toilets** must be provided in as inconspicuous a location as possible with the door facing away from the street and neighboring homes.

- Any **damage to streets, drainage and neighbors' properties** will be invoiced to and paid for by the contractor at replacement cost, so that it may be repaired by the owner and/or builder and restored to its original condition.
- After the completion of the review process and receiving final approval, all **site retention and erosion control** must be installed before any lot before clearing, grading or construction can begin. Silt fences should be maintained to County specifications.
- **Stormwater runoff should be maintained** on the property. Runoff cannot be allowed to disturb neighboring properties.
- Builders, subcontractors, or their personnel may **not bring pets** into Village Park.
- **ULOCO should be called before any digging begins**, but if any telephone, electrical, cable TV, water or other utilities are damaged, the ARC and the effective utility company shall be immediately notified.
- The builder is responsible for **arranging for all temporary utility** services.
- An approved mud mat of stone **shall be installed and maintained on each driveway** during construction with the rest of the driveway to be covered with protective base or washed stone.
- The builder is required to provide an **emergency contact number** where they can be reached 24/7 in case of any issues that develop at the project site.