



ARCHITECTURE DESIGN GUIDELINES

For the Little Creek Community

Little Creek LLC. Confidential Materials

Version 2021.4

December 2021

DESIGN GUIDELINES
FOR
LITTLE CREEK COMMUNITY PRESERVE

These Design guidelines are adopted pursuant to the Declaration of Protective Covenants, Article IV, for Little Creek Community Preserve, sometimes referred to in these Design Guidelines as the “Declaration of Protective Covenants” or simply as the “Declaration”. These Guidelines are binding upon all property owners who may construct or modify any residence or building within Little Creek or make any change in the natural or existing surface, drainage, or plant life in Little Creek in the manner provided in the Declaration of Protective Covenants.

These Design Guidelines are administered and enforced by the Architectural Committee (Arch Committee) in accordance with Article IV of the Declaration of Protective Covenants and the procedures in these Design Guidelines.

These guidelines are subject to change from time to time and will be posted on the Little Creek website Owner section. It is the responsibility of each Owner and all other person’s subject to these Design Guidelines to obtain and review the most current Design Guidelines.

ARTICLE 1

PURPOSE

Little Creek has been planned and designed with a commitment to maintaining and enhancing the natural surroundings and resources, while providing recreational activities. These Guidelines have been designed to preserve the natural integrity of Little Creek and protect critical wildlife habitat.

The design philosophy for Little Creek is to encourage homes, buildings and other site improvements that complement and do not overpower the natural surroundings. Building sites, design, materials, and colors should all draw inspiration from the surrounding environment. The way buildings are placed on a home site and the treatment of the surrounding conditions are some of the primary goals of these Guidelines.

These Design Guidelines also address architectural considerations. Although there is no single architectural style for Little Creek, the design of homes and other improvements will be governed by several fundamental design principles. It is not the intent that all buildings look alike. Rather, it is that all improvements in Little Creek will be designed to high standards through the implementation of these architectural Guidelines.

These Design Guidelines have been written as an aid to Owners and the Architectural Committee in the design and development of homes and other improvements in Little Creek and to implement Little Creek design philosophy. In doing so, the goal is that these Guidelines help ensure the preservation of the natural conditions of Little Creek, while establishing a high level of quality for the entire community.

The four main objectives of Little Creek Design Guidelines are to: (i) Preserve the integrity of the natural surrounding and wildlife habitat on Little Creek; (ii) Protect and preserve property values by requiring compliance with design and construction standards; (iii) Provide clearly defined site planning that will minimize the impact of development; (iv) Establish a design review process that will assist Owners with the design of their home and other improvements.

ARTICLE 2

APPLICATION OF DESIGN GUIDELINES

Prior to initiating any design work, owners and their design team should contact the Arch committee to ensure that they have the most current version of these Guidelines.

Other documents and regulations should also be considered during the design process. These include the Declaration of Protective Covenants and any laws, building codes and other regulations of all applicable governmental authorities. In the event of any conflict between these guidelines and other documents and regulations, the restrictive provision will apply.

Terms used in these guidelines which are defined in the Declaration of Protective Covenants will be interpreted using the definitions ascribed to them in the Declaration of Protective Covenants.

The Arch Committee is interested in applying fair and consistent standards across all residential construction, however consistent with Article IV, section 4.8 of the Declaration of Protective Covenants, the Arch Committee may allow variances as to any of the Design Guidelines where appropriate and may do so only in writing.

ARTICLE 3

THE DESIGN REVIEW AND APPROVAL PROCESS

The goal of the Arch Committee is to establish a cooperative working relationship with every owner in Little Creek. Although the Arch Committee is responsible for reviewing each development proposal, an additional role of the Arch Committee is to assist each owner during the review process.

The design review process involves a series of meetings that begins with an informal introductory meeting to review the process and discuss the major requirements for building at Little Creek. Should the Owner applicant wish to proceed the Arch Committee will schedule further meetings to ensure a smooth and efficient review of the design and construction plan. Owners will be expected to post a deposit to guarantee construction compliance (see Article 9).

The Arch Committee will make every reasonable effort to move the process along to meet the Owner Applicant's time frame, however the quality of decisions is the highest priority may require additional time for consideration. It is recommended that if the Owner Applicant wishes to move forward that the Applicant and the Arch Committee discuss the quality of documentation, the necessary time frames for consideration, the use of electronic documents, and the schedule of in person meetings for all parties to have a clear expectation of the sequence of events.

For the purposes of this process, electronic email will be acceptable as a means of communication and as official written notification of decisions.

ARTICLE 4

THE ARCHITECTURAL COMMITTEE

The Arch Committee is composed of an odd number of members containing no less than five(5) or more than eleven (11) persons who are familiar with these Design Guidelines and the design construction process. The members are appointed by the Board of Directors of Little Creek Homeowners Association, Inc., in a manner provided in the Declaration. The Arch Committee functions in accordance with the procedures outlined in the Declaration.

The Arch Committee meets on an as-needed basis. The Arch Committee may postpone any scheduled meeting if any materials required to be submitted in connection with the meeting are not received by the Arch Committee by the applicable submittal dates. It is the responsibility of the Owner Applicant to submit all necessary documents prior to meetings. The Arch Committee may, but is not required to, hold meetings by telephone or Zoom calls.

The Arch Committee is also responsible to maintain the architectural guidelines and keep them up to date with changes in legal requirements or new and better methods of construction.

In accordance with the Declaration of Protective Covenants, the Arch Committee will implement these design guidelines. All improvements must be reviewed by the Arch Committee for compliance with these guidelines. The Arch Committee has full discretion in evaluating whether a proposal complies with these guidelines. Improvements are broadly defined in the Declaration to include all structure and appurtenances thereto of every type or kind.

At its discretion, the Arch Committee has the authority to approve variations from and waiver of the application of any of these guidelines to the extent not inconsistent with the Declaration of Protective Covenants.

ARTICLE 5

DESIGN STANDARDS AND CONCEPTS

These guidelines contain both design standards and design concepts that are expressed in fairly broad terms. The design standards include fundamental design considerations that must be addressed by every project in order to accomplish the community's objectives. The design standards are relatively straight forward and require little, if any, interpretation. Examples of these standards include items such as maximum building size or acceptable building materials.

Design concepts, however, are more broadly stated guidelines and include concepts such as the use of materials that "convey a sense of strength and mass" and buildings that are "sensitive to the site". Unlike design standards, these broadly stated design concepts require interpretation

by the Arch Committee to determine a project's compliance with these guidelines. The Arch Committee will do its best to balance the needs of the Homeowners Association and the vision of the Owner.

It is important to understand that the broadly stated design concepts are necessary to allow owners flexibility, creativity, and room for self-expression to build the home of their choice. Each home site has its own unique characteristics. Thus, a design-solution deemed appropriate on one home site may not be appropriate on another.

ARTICLE 6

THE PRE-DESIGN MEETING

The Pre-Design Meeting provides an opportunity for the owner and the Arch Committee to informally discuss the Design Guidelines and the home site. A pre-design meeting is required in order to help the Owners get off on the right foot and to avoid wasting valuable time.

The pre-design meeting provides an opportunity for the Arch Committee to explain Little Creek philosophy, the design review and construction process, and specific site planning and architectural guidelines. In this meeting we will review the Conceptual Design Application. (See application in the Appendix I). This meeting allows the owner an opportunity to share initial design concepts with the Arch Committee. The pre-design meeting will include a visit to the home site to identify specific site characteristics that should be considered during the design process.

Other topics to cover include a discussion of the Applicant's time frame, the quality of planning documents, the need to submit documents on time, the use of electronic documents, the use of architects or other 3rd parties, and the requirement for a construction deposit. Owners are strongly encouraged to wait until after this meeting to initiate design work on their home.

No formal action will be taken by the Arch Committee at the pre-design meeting and there are no submittal requirements by the Owner. It is expected after this meeting that an Owner will have sufficient information to make an informed decision about moving forward with home construction.

ARTICLE 7

THE CONCEPTUAL DESIGN MEETING

The first formal meeting with the Arch Committee is the Conceptual design meeting. At this point, the Owner has decided to move forward with design and construction. The purpose of this meeting is for the owner to present the requirements documented on the Conceptual design Application. All requirements should be submitted to the Arch Committee 7 days prior to the Conceptual Design Meeting. At the submission, please provide your materials in electronic PDF format or submit 3 paper copies of the following:

Conceptual Design Meeting Submittal Material

Conception Site Plan. Plan drawn at a scale of 1" = 20' or greater indicating the location of all proposed structures and major site improvements, proposed access to the residence and other improvements, outdoor site improvements (other than plant materials) such as lighting, patios, terraces, drives, entry pylons, walkways, retaining walls, fences, and pools or other water features.

Preliminary Sketches of Structures. Building elevations and perspectives drawn at a scale sufficient to indicate the general scale and massing of the proposed home, other structures, and all exterior building materials (see Article 18).

Preliminary Materials Plan. A preliminary list of exterior finish surfaces and colors.

Other Materials. Any other drawings, materials or information that will aid the Arch Committee in understanding the proposal or that may be requested by the Arch Committee.

At this meeting, the Arch Committee will take formal action on the submitted materials. The Arch Committee will provide a written statement of approval or disapproval and if disapproved, a list of issues and/or suggested changes that need to be addressed. Proposals that are approved by the Arch Committee may move on to Detailed Plan Review. Applications that are not approved will require a revised conceptual design to be submitted for review by the Arch Committee.

ARTICLE 8

THE DETAILED PLAN REVIEW MEETING

Plan review is the last formal meeting between the owner and the Arch Committee. A comprehensive submittal including final design drawings and a construction management plan is required for plan review (see application in the Appendix II).

Committee Action. The Arch Committee will evaluate submittals for compliance with all applicable design guidelines and with the approved schematic design. The Arch Committee will provide the owner with a written statement of the Arch Committee's approval or disapproval. The Committee will do its best to turn around these documents, however it may require up to thirty (30) days from the date of the plan review meeting depending on the complexity of the plan. If the plan is disapproved, the Committee will include a list of issues that need to be addressed.

Once a plan review application is approved, the owner shall proceed with construction.

Proposals that have not responded to Arch Committee issues or are otherwise inconsistent with the approved schematic design or these design guidelines will either be denied or tabled to a subsequent meeting. At the discretion of the Arch Committee, plan review applications that have been denied may be required to re-submit a schematic design application.

Owner should submit the following required materials two weeks prior in electronic PDF format or 3 paper copies.

Plan Review Submittal Material.

Site Plan. Prepared at a scale of 1" = 20' or greater, indicating the location of all proposed structures, site access and utility service lines. In addition, the plan should indicate all new site improvements such as lighting, patios, terraces, driveways, entry signs, pylons and other entry features, walkways, retaining walls, fences, pools, and ponds.

Grading Plan. Prepared at the same scale as the site plan indicating any major modifications to existing contours, retaining walls, and proposed on-site drainage, including storm water management and erosion and sediment control during construction.

Floor Plans. Prepared with dimensions of proposed building drawn at a scale of ¼" = 1' or greater showing all interior floor area and finished floor elevations.

Four (4) Side Building Elevations and Roof Plans. Drawn as the same scale as the floor plans indicating all exterior wall treatments, fenestrations, decks and terraces, finished floor elevations, heights of all major roof ridges, locations of utility panels and meters, lighting, and existing and proposed finished grades around the structure(s).

Building Materials. Prepared in conformance with these guidelines. (See Article 18)

Construction Management Plan. Any drawings, materials or information that will help explain the proposal or that may be requested by the Arch Committee.

Required Actions. At least one week prior to the plan review meeting, the owner shall stake in the field the location of proposed improvements in order to provide the Arch Committee with a clear indication of where improvements are proposed on the site. Staking shall indicate proposed building footprint(s), the driveway centerline, and other site improvements such as pools, on-grade decks, patios, and ponds.

The Owner may use these materials in order to obtain all necessary Jones County permits.

ARTICLE 9

CONSTRUCTION DRAWING REVIEW

The purpose of the construction drawing review is for the Arch Committee to review final construction plans for consistency with plans approved at the plan review.

Committee Action - Construction Drawing Review

Upon approval of the plans and final construction drawings and payment of the construction compliance deposit, as required under these guidelines, the Arch Committee will issue a **Notice to Proceed**, and those plans and final construction drawings will become the "Approved Plans". (See application in the Appendix III)

If construction plans are not approved, the Arch Committee shall provide a written explanation of why the plans were denied. Following such notice, the owner may either modify such construction plans as required or may schedule a plan review meeting to formally present proposed plan revisions to the Arch Committee.

All materials must be submitted in electronic PDF format or 3 paper copies at least 2 weeks prior to meeting.

Construction Drawing Submittal Material.

Final Construction Plans. Complete construction plans (bid documents) including, but not limited to, grading plan, drainage plan, foundation plan, floor framing plan, floor plan, roofing plan and building elevations, site plan, landscape plan, and all building specifications and material schedules.

Final Construction Management Plan. See Article 21 of these guidelines.

General Contractor. Name of individual responsible for construction process.

Submit Construction Compliance Deposit. A construction Compliance deposit of \$2500.00 is required to be paid to the Arch Committee prior to beginning new construction or site preparation on a home site. The construction compliance deposit will be held by the Arch Committee as security to ensure that construction complies with the approved plans and construction management plan and follows construction standards.

If the Arch Committee determines that construction is not consistent with the approved plans or the construction management plan, the Arch Committee may use these funds as may be necessary to remedy such inconsistencies. If any of the owner's construction compliance deposit funds are so used, the owner shall, upon request by the Arch Committee, replenish the deposit to \$2500.00. In addition to this deposit, the Association may use any other remedies afforded under the Declaration, such as an Individual Assessment against the owner. (Article 24.)

Any unused portion of the Construction Compliance Deposit shall be returned to the owner after the issuance of a Certificate of Compliance by the Arch Committee.

ARTICLE 10

FINAL CONSTRUCTION REVIEW AND APPROVAL

The final step is for the Arch Committee to review construction progress for conformance with the approved plans and these guidelines. The Arch Committee has the authority to enter a construction site at any reasonable time during the construction process to review for conformance by the owner and its contractor with the approved plans and these guidelines.

Committee Action. Upon approval of the construction and/or improvements, the Arch Committee shall issue a Certificate of Completion and return any deposit funds.

If the Arch Committee determines the construction and improvements have not been completed substantially in accordance with the approved plans, the Arch Committee shall provide a written notice to that effect, including an explanation of why the approval was denied, to the owner, within the approval period (as extended). Following such notice, the owner shall modify such construction in order to address the deficiency as set forth in the denial.

Required Actions. The Owner is responsible for the general contractor failing to schedule all reviews. The general contractor shall schedule the following reviews with the Arch Committee:

Pre-construction. Prior to the start of construction, the general contractor will meet with the Arch Committee to discuss all elements of the construction management. Prior to excavation, the Arch Committee will review site staking and the excavation area for conformance with the approved plans.

Framing. Following the completion of exterior walls and roofs, the Arch Committee will review the location and form of the building for conformance with the approved plans.

Final Review. Upon completion final review will be scheduled following the completion of all construction and site improvements. The owner may request a Certificate of Compliance following this review. The owner shall make its request for Certificate of Completion in writing to the Arch Committee.

The absence of any one of these reviews by the Arch Committee during construction will not imply approval of the work in progress or compliance with approved plans.

ARTICLE 11

MODIFICATIONS TO APPROVED PLANS

It is not uncommon for minor changes to be made to the design of a home or other improvements during the construction process. Changes to the interior of a structure that do not affect the exterior appearance of a structure do not require the approval of the Arch Committee. Any changes to the exterior of a structure or the site plan require review and approval by the Arch Committee. The owner shall contact the Arch Committee prior to initiating any such changes to approved plans. Submittal requirements and the review process will vary depending upon the nature of the proposed changes.

ARTICLE 12

GOVERNMENTAL REVIEW PROCESS

The owner is responsible for complying with all laws and obtaining construction permits, certificates of occupancy, inspections, and approvals from any applicable Governmental Authorities. The Applicant is responsible for copying the Arch Committee with all relevant Governmental correspondence.

ARTICLE 13

LIMITATION ON REVIEW

Review and approval of plans or improvements by the Arch Committee is only for design and site approval purposes. Arch Committee review and approval is not for safety, whether structural, life safety, or conformance with building codes or any other laws or for any other purposes.

ARTICLE 14

THE HOMESITE

The home site will be determined by the owner, subject to the approval of the Arch Committee, as part of the design review process based upon the overall planning and design objectives for Little Creek, the site-specific characteristics of the home site, and the proposed improvements for the home site.

The first objective for locating the home site should be to identify the portion of each home site that would allow the design of a home to optimize views, privacy, solar orientation, vegetation, and other attributes of the home site. Generally, improvements on a home site should be screened from other home sites and on the Association Properties. Screening may require that improvements be set back in the trees and from ridge lines. Screening may also limit the number of trees and other vegetation that will be permitted to be removed. Secondly, the home site should be located to direct development away from environmentally sensitive areas and natural features such as wildlife area, steep hillsides, and natural drainage courses.

ARTICLE 15

GRADING AND DRAINAGE

When required, grading shall be limited as needed to accommodate the development of the approved improvements. An owner shall attempt to have all site grading blend with the natural contours of the site by feathering cuts and falls into existing terrain. All grading in connection with improvements shall be confined to the home sites. When grading is required around the perimeter of a site, it shall interface with the existing contours of adjacent properties.

Grading must also consider water quality protection for Little Creek. The plans for any improvements shall include a storm water management plan and a plan to control erosion and sediment associated with the construction consistent with the “best management practices”.

Owners are encouraged to minimize the need for cut and fill slopes by the sensitive design and location of buildings and improvements. The use of retaining walls in lieu of site grading may be appropriate to minimize the loss of mature vegetation and site disturbance. In such cases the Arch Committee may recommend the use of retaining walls in lieu of the site grading.

ARTICLE 16

SITE ACCESS, DRIVEWAYS AND PARKING

Driveway access shall be located and designed in response to site characteristics. Driveways shall be designed to minimize the need for cut and fill slopes. For example, a curvilinear driveway that follows site contours is preferred over a straight alignment that may require extensive cut and fill slopes or retaining walls. When possible, driveways should be designed at maximum of 10% grade. Driveways shall be constructed of a suitable all-weather surface.

ARTICLE 17

UTILITIES AND EASEMENTS

Pursuant to the Declaration, all utility pipes and lines are required to be installed underground. An owner may apply for a waiver allowing for above-ground pipes and lines where dense timber, terrain or other material conditions may cause a greater impact on the ecological and physical condition of the area than if buried. The Arch Committee's decision on any request for a waiver will be final.

All portions of a home site disturbed by the installation of utilities shall be re-vegetated or returned to the natural condition which existed prior to the disturbance.

Easements for the installation and maintenance of utilities and drainage facilities are located at various points throughout Little Creek. No grading structures, plantings or other materials that may damage or interfere with utilities or drainage shall be permitted within these easements.

ARTICLE 18

ARCHITECTURAL DESIGN GUIDELINES

The goals of the architectural design for Little Creek are to reinforce Little Creek design theme by encouraging the integration of buildings with their site, and to ensure a high level of design quality throughout the community. These goals will be achieved by sensitive design and the use of building materials and colors that blend improvements with their site.

There is no single architectural style that expresses Little Creek design theme. Owners have the latitude of individual expression to design the home and other improvements of their choice. Inherent in this concept is the premise that each design must be responsive to its site and also be within the context of these guidelines. **The following sections describe in greater detail the specific residential Architectural Design Guidelines for Little Creek.**

Building Height, Scale and Massing. Buildings in Little Creek should generally be designed with a low profile, and of scale and mass that are sensitive to the site. Massive structures that dominate the site and buildings with long continuous wall planes should be avoided. Low-level home site style designs are encouraged for home sites located on flat areas.

No portion of a structure (except for chimney elements) may exceed a true vertical height of thirty-five (35) feet above the original natural grade directly below. On difficult steeper lots where the average slope across the footprint of the proposed structure exceeds fifteen percent

(15%), the Arch Committee may allow an additional two feet (2') of height for a limited unobtrusive ridge projection at its down slope terminus. As with all other design guidelines outlined in this document, the Arch Committee has final authority regarding building height, including the methodology used in calculating the height of a building. At its discretion, The Arch Committee may require that buildings be constructed to a height less than the maximum allowable height.

Exposed Foundations. Materials should integrate with the design of the house. Recommended exterior materials should include stone, brick, or hard coat stucco. On front and rear porches built on piers it is acceptable to leave the areas between piers open but the concrete block that can be seen to be painted black or vertical and horizontal wood lattice may be used between piers.

Exterior Walls. The use of a limited number of the building materials on exterior walls and surfaces provide an excellent opportunity to integrate a building with its site and are encouraged. Wall materials shall accurately convey the structural integrity of the building. To establish a coherent composition of materials, no more than four materials shall be used on any building.

Recommended materials for exterior walls, soffits, and fascia's include stone, quality brick, wood horizontal and vertical siding, embossed Hardi horizontal and vertical siding, or wood cedar shakes. The use of Norwegian and jumbo brick is not allowed.

Due to their color and weathering characteristics, smooth or rough sawn cedar and redwood are recommended. Siding may be treated with natural preservatives, semi-transparent or pigment stains or paint. Colors shall be in the muted earth-tone hues and in all cases shall be selected to complement the color of the other building materials or colors found on the site.

Log homes, exposed heavy timber, and log framing are also appropriate wall materials. Timber and log framing should express the true structural form of the building and should convey a massive hand-hewn appearance.

The use of applied wood board, plywood, prefabricated panels, exposed recast or formed concrete, concrete block, asphalt shingles or shakes; vinyl and metal siding are not permitted in Little Creek.

Roofs. Roofs should be designed in response to overall building form. Roofs should consist of primary and secondary roof forms. Secondary roof forms are encouraged in order to break-up building mass. Acceptable primary roof forms include hip, gable, gambrel and flat. Acceptable secondary roof forms include hip, gable, gambrel, shed and flat.

Recommended roof materials include composition asphalt shingles, metal roof panels, and wood cedar shakes.

Roof material and color should be selected to blend the building with the site and surrounding terrain. All roofing shall have a minimum Class "C" fire code rating. The use of flat unit pieces such as slate, thick composite materials with substantial relief and flat profile unglazed concrete tiles are encouraged.

Roof overhangs and dormers add interest and variety to roof forms and the use of such features is encouraged. Roof overhangs of at least twelve inches (12") are required. Larger overhangs are encouraged. The location, size and form of dormers shall be in proportion to the overall scale of the roof and building.

All flashing other than copper flashing shall be painted to match the colors of the roof and building. Copper flashing need not be painted. To be as unobtrusive as possible, skylights and solar panels shall be installed flush with the roof and trimmed to match the main residence. Detached solar panels should be made unobtrusive through placement or screening. All attic and plumbing vents and flues shall be painted to match the color of the roof or grouped and concealed from view in a manner compatible with the overall design of the roof.

Detailing, Trim and Accent Colors. Rich architectural detailing and craftsmanship provide an opportunity to add individuality and character to homes. All trim work, mullions, soffits, fascia, flashing and other exterior finishes must be consistent with the materials and color of the buildings. Trim and accent colors shall be selected to reflect the natural colors of the site. Accent colors may be used to provide visual interest to a residence.

Windows and Doors. Window and doors provide the opportunity to refine building scale by introducing openings and relief to exterior walls. Decorative doors such as carved wood or wrought iron add interest and individual expression and their use are encouraged. Windows should be designed in proportion to the structure and form of the residence. Repetitive continuous rows of windows should be avoided.

Large "window walls" may be approved on a case-by-case basis. Openings of unusual shapes and sizes that are inconsistent with the overall design of a home shall be avoided.

Wood window casing is recommended, and exterior window trim shall be selected in concert with other building materials. Acceptable finishes for window casings are natural, stained, painted or clad.

Chimneys, Roof Vents and Flues. Chimneys shall be designed in proportion to the rest of the building. Chimneys are visual elements of a home and should be constructed of materials that convey a sense of strength and mass. The use of stone on chimneys is encouraged. All chimneys and flues shall be designed with down-draft defectors and shall have spark arrestors.

Decks and Balconies. The size and location of balconies and decks shall be determined in relationship to the form and proportions of the main building. The materials and color of decks and balconies shall be consistent with the main building.

Accessory Buildings and Uses. Owners are encouraged, but not required, to have buildings and other improvements within a home site architecturally integrated with the primary residence with the use of similar materials, colors, architectural style and form. Integration can also be achieved by the use of landscaping, walkways and walls.

Sewage Disposal Systems. All sewage disposal systems, including septic tanks, leach fields and other septic disposal facilities, shall be designed, constructed, maintained and operated according to all Jones County standards, in compliance with the Water Management Plan and in compliance with all applicable Laws.

ARTICLE 19

LANDSCAPE ARCHITECTURAL DESIGN GUIDELINES

The goal of landscape design for a home site should be to enhance the natural landscape area and introduce plant and landscape materials within the home site that integrate buildings and improvements with the site.

In keeping with Little Creek design philosophy of integrating improvements with their site and preserving the natural features of each home site, landscape plans should be designed to specifically address each of the areas described below.

Landscaping. Landscape materials within the home site should be selected to complement the architecture of the home. Consideration should be given to the size, color, and texture of plant materials. Landscape design should also address other considerations such as defining outdoor spaces, providing shade, and adding color and interest to buildings.

Removal of Trees and Vegetation. Trees and vegetation act as a natural screen and buffer between home sites. In keeping with the natural landscape of Little Creek, the cutting and removal of trees and other vegetation is discouraged, particularly where it will impact the views from other home sites.

Patios and Outdoor Spaces. Patios can serve as an effective transition between indoor and outdoor spaces and can also integrate the mass of a building with its site. Decks and patios should, therefore, be designed as an integral element of the home and site. Decks or patios on sloping sites should be terraced to minimize the need for retaining walls or regrading. Materials used for decks, patios, and other hard landscape surfaces such as walkways should be consistent with the materials and colors used on the building. The use of natural stone such as flagstone, sandstone or cobbles is encouraged.

Driveways. Driveways shall be constructed of a suitable all-weather surface. Wherever possible, the maximum grade of driveways should not exceed ten percent (10%). Refer to the site planning guidelines for additional design guidelines on driveways.

Entry Identification Features. Entry identification features shall be subject to the approval of the Arch Committee. These features will serve several purposes. **First**, they should highlight and define the entry to each home site. **Second**, they should provide an opportunity to identify the family name and street and lot number of each residence. **Finally**, they should add an attractive element to the streetscape within Little Creek. Entry identification features should be constructed with natural materials consistent with the colors and materials used on the residences.

At this writing, the Arch Committee has established a standard entry feature for use throughout Little Creek.

Retaining Walls. When dealing with grade changes, regrading of the contours is generally preferred over the use of retaining walls. However, retaining walls may be appropriate under

certain circumstances. For example, retaining walls can be used to minimize site disturbance caused by regrading. Retaining walls shall be constructed of materials that are consistent with the materials and colors of the building and other site improvements. The use of stone is encouraged; exposed concrete or cinder block is strongly discouraged. In order to further reinforce the connection of a building with its site, retaining walls should be designed as an architectural extension of the home. The use of plant material between stepped walls in order to soften the visual impact of the wall is encouraged.

Fences. The introduction of fences in Little Creek is limited to preserve a sense of openness, to minimize potential visual impacts and to limit the impact on wildlife. All fencing shall require approval of the Arch Committee. The Arch Committee should be consulted for the acceptable permissible fence materials and design for use within the home site. Unless the Arch Committee adopts fence standards for all Little Creek, the Arch Committee will not unreasonably withhold its consent to proposed fences. If it adopts fence standards, the Arch Committee may withhold its consent to any fences that do not conform to such standards.

All fencing should be designed and constructed to be sensitive to wildlife.

Privacy fences or walls located within the home site should be constructed out of materials consistent with materials used on the main residence. Chain link or non-wood fencing may be used to protect gardens or enclose pets only. All chain link fencing shall be clad in black, green, brown, or other color as approved by the Arch Committee and should be placed as unobtrusively as possible to the rear of the house.

Lighting. The design, location and type of all exterior lighting require approval by the Arch Committee. All exterior lighting shall be subdued to maintain the rural atmosphere of the home site. Generally, lighting shall be limited to safety and security purposes. Low-level landscape lighting to define walkways or decks immediately surrounding a home may be permitted. All lights shall have indirect light sources or light sources that are recessed within a fixture. Decorative holiday lighting may be displayed from November 15 to January 15.

Lighting plans need to be documented in detail in your architectural or landscape drawings.

ARTICLE 20

CONSTRUCTION REGULATIONS

One of the primary goals of these design guidelines is to maintain and enhance undeveloped portions of each home site as natural open space. To accomplish this goal, the regulation of construction activity is also important.

Each owner is responsible for all of the actions of his contractors and their subcontractors, including their violation of any of these design guidelines and the Declaration and any damage they cause to the property of the association or any other owner in Little Creek.

Security at Little Creek is everyone's responsibility. During the construction phase, the Owner is responsible for working with the Board to assign all contractors and sub-contractors temporary

gate codes. Under no conditions should Owners give their personal codes to construction or service personnel. If you need to meet contractors, please meet them personally at the gate and let them in.

It is the responsibilities of each owner to give a copy of these design guidelines and the Declaration to his general contractor. Each owner is also encouraged to include a provision in the contract with his general contractor whereby the contractor acknowledges its obligations under these design guidelines and the Declaration.

The construction regulations are intended to protect building sites and adjacent property from potential damage by construction equipment and activity and to protect Little Creek property owners.

Once commenced, any improvement activity on any home site shall be undertaken and completed (including site cleanup) as promptly and diligently as possible, in accordance with the approved plans. Once commenced, the construction and other improvement activity shall be diligently and continuously undertaken to completion, unless a variance is obtained from the Arch Committee to allow for a longer period of construction upon proof of good faith diligence in attempting completing in a timely manner. In the event the improvement activities are not completed within twelve (12) months of commencement and no variance has been obtained from the Arch Committee, the Arch Committee may levy charges and lien the property for said charges not to exceed \$100.00 per diem as damages against the owner and home site.

ARTICLE 21

CONSTRUCTION MANAGEMENT PLAN

A construction management plan shall be drawn on a site of the proposed development and shall include information pertaining to the construction of the project. The construction management plan shall delineate the "Limits of Construction Area". All construction-related activity including the storage of all construction materials, temporary construction trailer and sanitary facilities, vehicle parking, dumpsters, staging areas and any other construction equipment or facilities shall be permitted only within the Limits of Construction Area indicated on the approved construction management plan.

The construction management plan shall indicate temporary erosion control measures, the way the construction disturbance area will be defined on site, and methods for protecting existing vegetation, drainage courses or other natural features.

The construction management plan shall include a schedule and phasing plan indicating the estimated start and completion of major phases of construction. The following standards shall be used to evaluate construction management plans:

Site Protection. Prior to initiating construction, grading or any modifications to a site, the Limits of Construction Area shall be delineated on site with a temporary silt fence or similar barrier. Methods for protecting existing vegetation, drainage courses or other natural features, if applicable, shall also be in place prior to initiating any construction activity.

Erosion Control. All construction projects shall include temporary and permanent measures for controlling and mitigating soil erosion. The specific measures used to control erosion shall be determined on site specific characteristics. In all cases, erosion control shall include measures to control ground water and surface drainage, retain eroded soils, and stabilize all disturbed areas of a site.

Location of Construction Trailer. All construction trailers require approval of the Arch Committee, which approval will not be unreasonably withheld. Trailers shall be located within the Limits of Construction Area.

Temporary Sanitary Facilities. All job sites shall be equipped with temporary sanitary facilities. To the extent possible, such facilities shall be screened from view from adjacent home sites and roadways.

Maintenance of the Job Site. Job sites shall be cleaned up daily to remove construction material and debris. Any debris that cannot be temporarily stored in dumpsters shall be removed from the site weekly. Open fires by construction personnel are permitted but may not include pressure treated wood, plastics, or any other hazardous materials as fuel.

Excavation Material. All excavation material that will not be used later for backfill or final grading shall be removed from the construction site and the development within thirty (30) days after excavation.

Dust and Noise Control. Reasonable noise and dust levels shall be maintained at all times. The Arch Committee may require that mitigation measures be taken to reduce noise or dust levels. Approval from the Arch Committee shall be required prior to any blasting in Little Creek.

Construction Signs. Unless otherwise approved by the Arch Committee, no construction signs shall be permitted. Reasonable address signs will be approved by the Arch Committee.

ARTICLE 22

ARCHITECTURAL COMMITTEE INSPECTIONS

Members of the Arch Committee may conduct inspections of the job site throughout the construction process to ensure that all site work and construction are consistent with approved plans and the Architectural Management Plan. As outlined in the design review and Construction process, it is the responsibility of the owner to have its general contractor schedule all required reviews.

The Arch Committee has the authority to access a job site at any point during construction. The general contractor and all subcontractors shall cooperate with the Arch Committee in all such inspections and all requests for information and documentation.

If the Arch Committee discovers the project is not in compliance with the approved plans, the Arch Committee will use good faith efforts to attempt to work with the owner, its design team, and contractors to resolve any discrepancies. The Arch Committee will not, however, be responsible if it is unable to resolve these discrepancies.

The Arch Committee may, at its discretion, issue a “Stop Work Order” on any project that is not in compliance with approved plans. In such cases, construction may resume only after all discrepancies have been resolved with and approved in writing by the Arch Committee. Failure to comply with these guidelines or any “Stop Work Order” will give the Arch Committee and the Association all the remedies afforded under the Declaration.

ARTICLE 23

OTHER ARCHITECTURAL CONSIDERATIONS

Modifications to Existing Structures. Arch Committee approval is also required for any exterior modifications or other improvements to existing structures. For example, changes to the color of buildings or to roof materials, the addition of new windows and the addition of a garage or other out-building all require Arch Committee approval. It may be necessary to submit samples and other materials as a part of the approval process. Submittal material required by the Arch Committee for modifications to existing improvements will vary depending on the nature of the proposed modifications.

Prior to designing any modifications to existing improvements, the owner should contact the Arch Committee to outline the review process and submittal requirements. In many cases, the review process for modifications to existing structures will not require all the review steps outlined below and in certain cases, minor modifications to existing structures may be approved without the need for a formal meeting with the Arch Committee.

Stand Alone or Non-Residential Structures. Per the Little Creek Covenants, Owners are entitled to one “Out Building” (a storage structure detached from the primary residence with less than 1000 square feet of floor area) per lot. Such Stand Alone or non-Residential structures cannot be temporary in nature and are subject to the approval of the Arch Committee. Such buildings may be used for storage or outdoor entertaining or other similar uses. Such buildings may not be residences nor have the intention to circumvent the regulations governing primary residences as laid out in the Covenants and the Architectural Guidelines. Such buildings are subject to limitations as determined by the Arch Committee and must go through the Architecture Design process as deemed appropriate by the Arch Committee.

Stand Alone or Non-Residential Structures are subject to the same design guidelines for materials as residences with the following exception. Such buildings may be pre-engineered and use metal materials that have the look of wood as complimentary siding if desired. Rules for foundations, windows, etc. remain the same. Colors should be muted and consistent with residential requirements.

ARTICLE 24

CONSTRUCTION COMPLIANCE DEPOSIT

A construction Compliance deposit of \$2,500.00 is required to be paid to the Arch Committee prior to beginning new construction or site preparation on a home site once the detailed plan and the Owner wishes to move forward with construction. The construction compliance deposit will be held by the Arch Committee as security to ensure that construction complies with the approved plans and construction management plan and follows construction standards.

If the Arch Committee determines that construction is not consistent with the approved plans or the construction management plan, the Arch Committee may use these funds as may be necessary to remedy such inconsistencies. If any of the owner’s construction compliance deposit funds are so used, the owner shall, upon request by the Arch Committee, replenish the deposit to \$2,500. In addition to this deposit, the Association may use any other remedies afforded under the Declaration, such as an Individual Assessment against the owner.

Any unused portion of the Construction Compliance Deposit shall be returned to the owner after the issuance of a Certificate of Compliance by the Arch Committee. (see Appendix IV)

IN WITNESS WHEREOF, the Architectural Committee, through the Little Creek Homeowners Association, has hereunto placed his hand and seals this _____day of _____, 20__.

Owner

Little Creek Homeowners Assn.

Representative Little Creek HOA

Owner Representative

Appendix I

CONCEPTUAL DESIGN REVIEW APPLICATION

Project Name/Home site Number _____

Owner's Name _____

Owner's Phone _____

Address _____

Owner's Representative _____

Rep's Phone _____

Rep's Address _____

Project Architect/Designer _____

Address _____

Phone _____

At least one physical copy and electronic PDF format of the following information shall be submitted for Schematic review. All materials shall be submitted at least one week (7 days) prior to the Arch Committee meeting date.

1. A high-level survey with any major features or trees or easements noted. Closing documents are acceptable.
2. Conceptual Site Plan
3. Preliminary Sketches (building elevations and perspectives.)
4. Preliminary Outdoor Improvement Plans.
5. A list of preliminary exterior surface materials and colors.
6. Any other drawings, materials or information that will aid the Arch Committee in understanding the proposal or that may be requested by the Arch Committee.

To be completed by Architectural Committee

SUBMITTAL DATE: _____

ARCH COMMITTEE MEETING DATE: _____

Appendix II

DETAILED PLAN REVIEW APPLICATION

Project Name/Home site Number _____

Owner's Name _____

Owner's Phone _____

Address _____

Owner's Representative _____

Rep's Phone _____

Rep's Address _____

Project Architect/Designer _____

Address _____

Phone _____

At least one (1) physical copy and an electronic copy in PDF format of the following information shall be submitted for Plan review. All materials shall be submitted at least one week (7 days) prior to the Arch Committee meeting date.

1. Topographic Survey to indicate water flows if necessary (as deemed by arch committee or Jones County.
2. Site Plan.
3. Grading Plan
4. Floor Plans
5. Four (4) Side Building elevations and roof plans
6. Site and building Sections
7. Perspective Sketch
8. Outdoor improvements plan
9. Building and landscape materials
10. Construction management plan
11. Any other drawings, materials or information that will aid the Arch Committee in understanding the proposal or that may be requested by the Arch Committee.

To be completed by Architectural Committee

SUBMITTAL DATE: _____

ARCH COMMITTEE MEETING DATE: _____

Appendix III

CONSTRUCTION DRAWING REVIEW APPLICATION

Project Name/Home site Number _____

Owner's Name _____

Owner's Phone _____

Address _____

Owner's Representative _____

Rep's Phone _____

Rep's Address _____

Project Architect/Designer _____

Address _____

Phone _____

The owner is responsible for obtaining necessary permits from Jones County prior to initiating construction. At least one (1) physical copy and an electronic copy in PDF format of the following information shall be submitted at least two week (14 days) prior to the scheduled start of construction.

1. Complete construction plans including, but not limited to a grading plan, drainage plan, foundation plan, floor framing plan, roofing plan and building elevations, site plan, landscape plan and all building specifications and material schedules.
2. Final construction management plan
3. A construction compliance fee of \$2,500.00

To be completed by Architectural Committee

SUBMITTAL DATE: _____

ARCH COMMITTEE MEETING DATE: _____

Construction compliance deposit received: DATE _____

CERTIFICATE OF COMPLETION

This Acknowledges that the

XYZ Family

has satisfactorily Complied with all

the **Design Guidelines**

set forth by the

Little Creek Homeowners Association

Dated this _____ day of _____, 20__

Signed _____