

Mountain Harbour Architectural Guidelines

Single Family Dwelling Units

(Updated 3/3/2020)

Attention:

This document is a condensation of the Architectural Review Guidelines and is intended to provide general information to property owner's regarding the procedures for architectural review for a **Single-Family Residence**. Prior to submitting an application for architectural review, this information and the covenants should be thoroughly reviewed for information which may affect the approval of your application. This document provides a condensation and updates of the design and development guidelines required under Section 4-1 of the Protective Covenants.

Key Design Guidelines

(Section 2-3)

The following list summarizes those design elements that the Committee requires, recommends and/or encourages.

- A. Inclusion of a *Traditional* or *Country* architectural design element.
- B. Preservation of the natural character of the site, utilizing scenic views, and open feelings of space through innovative architectural design.
- C. Use of professionals qualified in the fields of planning, architecture, landscape architecture, engineering and surveying.
- D. Emphasis on the aesthetics of the exterior architectural theme, detailing and landscaping design.
- E. Overall, high-grade, superior quality construction with emphasis on the use of natural materials, such as stone and wood.
- F. Compliance with all deed restrictions as found in the Land Use Covenants, and rules and policies of Mountain Harbour Homeowners Association, Inc.
- G. Conformance with required setbacks and conditions as further defined in this manual, the Land Use Covenants, and applicable development plats.

Design Review Procedures

(Single Family Detached Dwelling Units land Use Class R-1)

(Section 3-1)

Following is an outline of the procedures for plan submissions and review for single family detached home lots.

Section 3-1.1 Preliminary Review (Optional): The applicant must submit the Application and two (2) sets of preliminary plans consisting of the following:

- A. Application

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Last updated March 3, 2020

- B. Preliminary Site Plan & Concept Landscape Plan
- C. Preliminary Floor Plans
- D. Preliminary Exterior Elevations (all sides)

The Committee shall review the application and supporting documents and return one set of plans to the applicant with the appropriate comments and with letter of approval or denial.

Section 3-1.2 Final Plan Review: The Applicant shall submit the final construction plans, two (2) sets with lists indicating materials and color information to include:

- A. Applications/Impact Fee (\$1,500.00).
- B. Final Site Plan locating the residence, showing proposed floor elevations, and showing existing and new grades.
- C. Final Foundation Plans
- D. Final Floor Plans
- E. Final Exterior Structure Elevations: Specifications, materials, colors, etc. Elevations to reflect final grade elevations.
- F. Roof: structure, materials, product photos (if applicable)
- G. Fascia and Trim: section details, materials, colors
- H. Final Landscape Plan to include a plant list** A variance to the submittal may be allowed for homes not on the golf course.
- I. Exterior doors and garage doors: specifications, materials, product photos, colors
- J. Patios, Decks, Balconies: specifications, materials, colors
- K. Walls: design details, materials, colors
- L. Screen Enclosures: structure, materials, colors
- M. Mechanical Equipments: location, screening details
- N. Exterior Lighting: details, type, colors
- O. Driveways: materials, finish, colors
- P. Rough stake out of structure on the site

**A Concept Landscape Plan, along with a plant list, may be submitted with the application for Final Review, and the Final Landscape Plan submitted prior to dry-in of the structure.

The Committee shall review all construction plans and supporting documents and return one set of plans to the applicant within sixty (60) days with the appropriate comments, action of the committee, and signed by the Chairman.

The Committee will require a field inspection, including a rough stake out of building corners, flagging of trees to be removed, and flagging of natural areas to remain, prior to granting approval.

Section 3-1. 4 Approval of Occupancy: The Applicant or builder shall submit a copy of a Certificate of Occupancy by the Clay County Building Inspections Department to the Architectural Chairperson.

The Committee may review the plans and inspect the site to ensure conformance with all plans and specifications as approved by The Committee. The Committee is empowered to take

whatever action is necessary to assure that the final product is in accordance with the Committee approvals and requirements.

Section 3-1.5 Design Document Changes: The Applicant or builder shall notify the Committee prior to making any changes to the approved plans. A letter with applicable supporting data (as required) shall be submitted to the Committee for the permanent record. Any major deviations (as determined by the Committee) may require full Committee approval prior to commencement of changes.

Section 3-1.6 Periodic Inspections: The Committee reserves the right to inspect construction in progress for conformance with approved design documents and the Applicant agrees to cooperate fully with members of the Committee.

Design Standards and Criteria
(Single Family Detached Dwelling Units Land Use Class R-1)
[Section 3-4]

Section 3-4.1 Allowed Uses: All uses allowed in Land Use Class R1

Section 3-4.2 Design Requirements:

A. Grading and Drainage

No bulldozing or clearing of trees, or earth disturbing activity, shall be commenced until plans and specifications showing the nature, kind, shape and location of work have been submitted and approved by the Committee. Fill shall not be deposited at any location without prior Committee approval. Cut or fill shall be covered with plant materials, or other approved cover, which shall blend with native vegetation within thirty (30) days of completion of grading. Cuts and fills should be designed to complement the natural topography of the site.

Paved areas shall be designed so that surface waters shall be collected at intervals and in a manner that will not obstruct the movement of vehicular or pedestrian traffic and will not create puddles or ponding in paved or swale areas. Surface runoff shall not flow from driveways, other paved areas on the site, or fill areas onto the surface of any development road or neighboring property.

B. Tree and Bush Removal

Refer to Section 4-2.3 of the Declaration of Covenants for restrictions as regards tree and bush removal. There shall not be any removal of any trees with a diameter over 8” at 4’ from the ground without approval from the ARC/Compliance committee. Noncompliance with this section shall result in a penalty of \$500 per tree and/or planting of trees with a minimum of 3” diameter equaling the diameter of the tree(s) removed. Example cutting down a 24” diameter tree without approval will require planting of 8-3” trees.

C. Size of Residence, Setback Criteria and Height of Structure

No foundation for a building shall be poured, nor shall construction commence in any manner of respect, until the plans for the building are approved by the Committee.

The living area of each residence shall contain a minimum of two thousand, two hundred (2,200) square feet, exclusive of garages, porches, patios and terraces and subject to applicable governmental regulations. Each main floor shall have a minimum of one thousand three hundred square feet (1300) of such heated and finished area. (See Section 6-9, Land Use Covenants).

1. Each architectural design shall be considered on an individual basis with specific emphasis on impact and harmony with surrounding home and styles.
2. Minimum front setbacks are twenty-five (25) feet from the margin of the road, as outlined by the survey plot and not the physical road itself, inclusive of the ten (10) foot utility easement which each lot carries. Minimum side yard setbacks are ten (10) feet from the lot line unless said side yards front a road, in which case the 25-foot requirement would apply. Setbacks at the rear of the structure shall be twenty-five (25) feet. No structure shall be erected within (40) feet of a pond or stream edge, country club property or within (12) feet of bridges, walkways, or parking lots.
3. Maximum height of any structure shall not exceed 3 stories as defined in Section 4-2.11-Building Height of the Land Use Covenants.

A variance to the required setbacks and building height may be granted based on lot configuration and/or other unique circumstances. All variance requests shall be made in writing and are subject to approval by the ARC.

D. Elevations

1. All elevation treatments shall follow the common architectural design of the residence as nearly as possible.
2. Elevations that are similar in appearance must be approved by the Committee.
3. Elevation approval shall consist of review of front, side and rear elevations as well as their relationship to final grade.

E. Exterior Materials and Colors

1. Exterior artificial, simulated or imitation materials are subject to approval by the architectural committee. Vinyl siding will not be approved.
2. The use of the following items are appropriate:
 - a. Stucco in limited applications with use of accents of natural materials
 - b. Masonry stone, brick, split rock, cultured stone, tile, architectural concrete units
 - c. Metals factory finished in durable anodized or baked on enamel, wrought iron
 - d. Wood timbers, boards, board and batten, tongue and groove, wood siding, and

- rough sawn lumber.
- e. Composition siding such as “Hardie Plank” or equal.
 3. Exterior colors that, in the opinion of the Committee, would be inharmonious, discordant and/or incongruous to The Ridges at Mountain Harbour shall not be permitted.
 4. The Committee shall have final approval of all exterior color plans and each applicant or builder must submit to the Committee prior to initial construction and development on any lot, a color plan showing the color of the roof, exterior walls, shutters, trims, etc. The Committee shall consider the extent to which the color plan conforms with the natural color scheme of and for The Ridges at Mountain Harbour.

*****The basic color scheme must be approved by the architectural committee.***

F. Roofs

1. All vent stacks and flashings shall be painted to match the approved roof colors. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs where possible.
2. All roofs shall be constructed of tile, architectural asphalt shingle, wood shake, slate, architectural metal or similar materials.
3. Solar water heating panels shall be reviewed on an individual basis, and if approved by the Committee shall not be visible to the street on which the house fronts or the golf course.
4. All fireplace chimneys shall be rock, brick, stucco, or of material compatible with the unit structure.

G. Windows, Doors and Patios

1. Bright finished or bright plated metal exterior doors, windows, window screens, louvers, exterior trim or structural members shall not be permitted.
2. All patio screening shall be dark in color.
3. Design of screening shall be for cross ventilation and an open-air feeling.
4. Drapery backings shall be neutral tones in keeping with the exterior appearance of the structure.

5. No flat roof screen enclosures are permitted.

H. Garages, Driveways, Walkways, Sidewalks and Exterior Lighting

1. Carports are permitted but shall have a roof similar to and attached to the main structure.
2. Use of blacktop (asphalt) is allowed for driveways, or other materials as approved by the Committee.
3. Driveway aprons must be patterned in the same manner as the driveway, or a hard surface material extending a minimum of 20' from the street.
4. Where possible, access to corner lots shall be from the least traveled street. Care must be exercised in any drainage changes not to divert water onto the trafficable surface of the street or neighboring property.
5. No curbside parking areas may be created by extending any portion of the development street pavement.
6. All proposed exterior lighting shall be detailed on the Final Plans. No exterior lighting shall be permitted which, in the opinion of the Committee, would create a nuisance to the adjoining property owners.

I. Fences

1. No fences are allowed unless approved by the architectural committee.
2. Fencing of the front yard area is not permitted. No fences shall be allowed on the golf course side of any lot.
3. Complete rear yard fencing is strongly discouraged as the feeling of open space and the unity of the surrounding area is an important part of the community. Water softeners, trash containers, and other similar utilitarian devices must be landscaped, and any fencing must be approved by the Committee.

J. Landscaping

All landscaping shall be completed according to the approved Final Landscape Plan. The Final Landscape Plan shall identify specific materials to be used, or may identify several options for proposed materials, to allow for individual selection by the homeowner. Any significant additional landscaping or major changes to the approved plan must be subject to the approval of the Committee prior to installation. Plants selected shall be those that are common to the area, of excellent quality, and enhance the architectural character of the structure. The Director of Golf will be provided the opportunity to review landscaping plans submitted for homes on the golf course.

Suggested guidelines for landscaping are as follows:

1. “Major” shade trees shall be a minimum of (10’) in height with a minimum spread of three feet.
2. “Minor” trees shall be a minimum of (6’) in height.
3. Shrubs classified as a “spreading type” shall have a minimum spread of eighteen inches (18”). Those classified as an “upright type” shall have a minimum height of thirty inches (30”).
4. Groundcovers shall be in a minimum of 2 ¼” pots and planted at a maximum of eighteen inches (18”) on center.
5. Hedges shall be planted a maximum of three feet (3”) on center.

K. Air Conditioners, Garbage and Trash Containers

1. All air conditioning units shall be shielded and hidden so that they shall not be visible from any street, adjacent property or golf course.
2. All garbage and trash containers shall be placed in an enclosed or landscaped area as approved by the Committee.

L. Signs, Antennas and Flagpoles

1. Outside antennas or satellite dishes shall not be permitted unless approved by the Board of Directors. (Section 4-2.9-Antennas in the Land Use Covenants). If approved, satellite dishes shall be located so as not to be seen from the club house and/or the golf course.
2. A flagpole for display of the American flag only shall be permitted, subject to Committee approval of placement and design. No flagpole shall be used as an antenna.
3. All signs, billboards, and advertising structures are prohibited on any lot except with the written permission of the Committee. The Committee shall determine size, color, content and location of any signage. No sign shall be nailed or attached to a tree.

M. Swimming Pools, Accessory Structures, Play Equipment and Decorative Objects

1. Above ground swimming pool shall not be permitted. Swimming pools shall not be permitted on the street side of the residence. Pool screening must not be visible from the street in front of the residence or from the golf course.
2. Accessory structures, such as playhouses, tool sheds, or doghouses shall not be permitted unless specific written approval of the Committee is obtained.
3. All playground equipment shall be placed to the rear of the residence and only with the approval of the Committee. Approved equipment shall be similar to or equal to Cedar Works.

4. No decorative objects such as sculptures, birdbaths, fountains and the like shall be placed or installed on the street or golf course side of any lot without the review and approval of the Committee.
5. Clotheslines shall not be permitted on lots, unless approved by the Committee.

N. Propane Tanks

1. All propane tanks larger than 120 gallons will be buried.
2. All tanks 120 gallons or smaller will be shielded and hidden so as to not be visible from any street, adjacent property, or the Golf Course.

O. Road Repair

1. "Boring" under roads shall be the method used to tie into water and/or sewer lines. If "boring" is not feasible, the roads shall be repaired "to original condition. All costs shall be at the property owner's expense.
2. All damage to roads as a result of construction shall be repaired "to original condition". These repairs shall be paid for by the property owner after consulting with the ARC committee.

P. Water and Sewer Hookup Conditions and Procedures

Conditions

The water and sewer system is owned by Carolina Water Service, who can be reached by calling 800-525-7990. If the sewer and water system is accessible from the building lot, the new home must hook up to the system and therefore a new well or septic system are only acceptable to lots not having access to the current system, and must be approved by the ARC prior to installation.

1. It is strongly recommended that water and sewer hookups be performed by the System's operator since they operate the system and are most familiar with it. If a property owner chooses to use their own contractor, then the following conditions will apply:
 - a. The contractor must be licensed.
 - b. The contractor must provide proof of insurance to both System's operator and the ARC.
 - c. The final connection must be inspected by System's operator prior to backfill, and the property owner will need to pay the inspection fee to the System's operator.
 - d. The property owner must agree to be responsible for future problems in the event their contractor does not remedy them.
2. All materials and equipment to allow for hookup must meet required specifications, provided by Carolina Water Service.
3. Any disturbance of road, easements, or adjoining property during hookup must be corrected back to their pre-hookup condition.
4. All costs related to the materials required, the hookup, and any ground/road repairs are the responsibility of the property owner.

Procedures

1. **Submit with the architectural plans your water and sewer system for ARC approval.**
2. Obtain sewer equipment specifications for hookup from the System's operator, note: The sewer system is a closed and pressurized system that requires a holding tank and a waste grinder. It also requires an electrical service with an alarm system.
3. Obtain written approvals from the Systems owner.
4. Install necessary lines and equipment on property owner's land.
5. Contract for hookup.
6. Obtain inspection if hookup not performed by the System's operator.
7. Request and obtain a Completion signed off by the ARC.

Mountain Harbour ARC approval request Checklist for Final Review of Single-Family Home Building Request

(Land use class R-1 ref 3-4 protective covenants)

Applicant:

Lot number _____ Date _____ Check
list

1. Application/Construction (impact) fee of \$1500 to be submitted with the following.
2. Final Site plans showing the following
 - a. Name of owner, lot number, name of architect, name of builder, date of drawing and number of pages, with a north arrow

 - b. Boundaries of lot with all the bearings and distances (lot Plat)

 - c. All easements and setbacks with distances. (the minimum setbacks are front 25' from road margin to foundation, side 10', back 40'-40' from any streams)
 - d. Final location of dwelling drawn on lot plat, setbacks marked, lower floor elevation shown, and proposed final grades shown. Owner has committed to not more of 4' of foundation be exposed, unless approved by the ARC _____
 - e. Location of driveways areas and type of finish

 - f. A minimum of 1300 sf on main level and 2200 sf of heated space

3. Final Landscape Plan
 - a. Service yard equipment must be concealed. (Section 4-2.6). Plans noted and signed to conceal HVAC, LP gas tank and all condensers with mature plantings.

 - b. All heat pumps, air conditioning equipment, fuel tanks must be concealed from view from the road and nearby properties. LP tanks >120 gal must

be buried.

c. Fencing is discouraged and must be approved (sec 3-4,H-1)

d. Landscaping Plan submitted with plant list, must be installed within 6 months of home completion.

4. 2 Sets of Final Building Plans submitted showing

a. Final floor plans

b. Exterior elevations with specifications of materials and colors

c. Roofs, structure, materials and colors

d. Fascia and trim, materials and colors

e. Patios, decks, per final floor plan per signed plans, Note: stone finish on front foundations including stoops and around door entrance.

5. The owner of the site shall be responsible for the cleanup of debris and soil transported from his site by wind or water. All on site trash shall be placed in a dumpster daily or removed from property. (sec. 4-2.5)

initials _____

6. Mailboxes must meet the ARC requirement, obtain info from the ARC committee

initials _____

7. The preceding Application /Checklist is submitted for review and approval by the Mountain Harbour Architectural Review Committee, prior to starting construction.

Initials

Submitted by:

(signature)

Date _____

