

ANCHORS BEND



Design Guidelines

Master Declarations of Protective Covenants: Article 10 General Guidelines (10.1 General-10.9 Architectural Change Committee)

Governing Documents Available through log in to www.premiermanagementnc.com

Per the Master Declarations and Governing Documents, ALL plans must be submitted to the ARC committee.

Examples of Exterior Improvements/Alterations: (10.1.A) Exterior structures, including but not limited to; any dwelling, garage, fence, wall, sidewalk, hedge, mass planting, change in grade or slope, drainage pipe, drainage canal, ditch, swale, catch basin, swimming pool, treehouse, playhouse, sign, flagpole, satellite dish, exterior illumination, monument or marker, patio, deck, screening for outdoor trash cans or other purposes, well utility facility, mailbox, patio, deck, outdoor decorative objects.

(10.1.B) Exterior additions, changes or alterations (including without limitation, any change of color) No bulldozing or clearing of trees, excavation of lakes or ponds, alterations of common area ditches/swales/buffers, grading of individual lots.

Submission of Plans and Specifics: (10.4.A) Plans and specifications showing the site layout, structural design, exterior elevations, exterior materials, colors, signs, landscaping, drainage, lighting, irrigation, utility facilities layout and screening. Providing information, drawings, photographs, plot plans, materials images, in a clear concise and legible manner is greatly appreciated.

ARC@premiermanagementnc.com

Please include LOT #

ARC Form: Available through login portal; community info, documents, forms (Click Form for hyperlink)

Anchors Bend
Architectural Request Form

The Declaration of Covenants, Conditions and Restrictions for your community specifies that all exterior improvements to your property shall be approved in writing by the Anchors Bend Architectural Change Committee before improvements begin. Please complete and submit this form according to the printed instructions. See the next page.

Name _____ Request Date _____

Street Address _____ Call Phone _____ Email _____

Estimated Start Date _____ Completion Date _____

Lot # Type of Modification _____

Location _____

Site _____

Color _____

Material _____

Contractor Name _____

Owner Signature _____

Date _____

REQUIREMENTS:

Type of Modification:	Location on Plot (Plot / Survey)	Material	Style	Color	Height	Shall Not Exceed BUA (10' from street)	Impervious Area (sq. ft.)
Fence / Fence Enclosure	X	X	X	X	X	X	X
Utility Building / Shed	X	X	X	X	X	X	X
Pool / Concrete	X	X	X	X	X	X	X
Exterior Fence	X	X	X	X	X	X	X
Pool	X	X	X	X	X	X	X
Pool / Deck	X	X	X	X	X	X	X
Exterior (Screening / Walkway)	X	X	X	X	X	X	X
Garage	X	X	X	X	X	X	X
Landscaping	X	X	X	X	X	X	X
Additional	X	X	X	X	X	X	X

INSTRUCTIONS: Please read and follow carefully.

1. Please refer to the above chart for specific requirements for your particular project. Provide all "X" items along with the completed Request Form. If your project is not specified above please provide a written description.

2. For ALL requests, attach a written description of the scope of the proposed change including the general nature of the work, location of the changes, colors and materials to be used (do not use generic, abstract or descriptive terms) necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or materials which may be necessary to accomplish the proposed project.

3. Attach a property survey plot plan with the location of the proposed change clearly marked on the survey plot plan. This form MUST be included on that there is a clear understanding of precisely where the change will occur in relation to the house, driveway, other structures and the easements or rights of way which they exist on the property. Note: This project will not be sent for Committee review without a copy of the property survey plot plan. A plot plan can be obtained from a surveying instrument or may be made by your builder for a fee.

BUA INSTRUCTIONS: Built Upon Area

Projects which require permits to be built upon the area, include but are not limited to the following: swimming pool, in-ground pool, patio, deck, utility building, driveway, walkway and shed. BUA is considered any impervious surface that does not allow drainage to infiltrate on the structure or adjacent to the building. It includes concrete walkways, etc. Note: The portion of the surface area of the plot plan shall not be included in your BUA calculations.

Complete this section for BUA Impervious surface projects:

Existing BUA - located on your plot plan _____ sq. ft.

Proposed BUA - total square footage of your project _____ sq. ft.

Maximum Allowable BUA - note to COUNTY _____ sq. ft.

IMPORTANT: Please allow up to 34 weeks for the Committee to complete the review and response process. Requests which do not include the built upon area plan will delay the process. Send in the signed and not-dated copy to initiate a request. The review and response process will begin only after you have received a written response from the committee. The property owner is responsible for obtaining all necessary permits from the local jurisdiction. Homeowners are encouraged to review their governing documents prior to submitting a request.

HOW TO SUBMIT YOUR REQUEST:

- Email Mail or Fax request form AND supporting documentation to:

<<Your Community's Name >>
P.O. Box 12345
Wilmington, NC 28403
Email: ARC@premiermanagementnc.com
Fax: 848-796-7626

For email requests: Please assemble electronically into a single email with preferably a single PDF attachment. Include first Community's Name, your Last Name and your Property Address in the subject line.

Committee Use Only

Approved

Approved with Conditions

Conditions: _____

Denied

Comments: _____

Name of Committee Member: _____

Signature of Committee Member: _____

Date: _____

Timeline: The Anchors Bend HOA Board will be overseeing the ARC process. The Committee will respond within 45 days of complete submission (10.4.E) Approval, Denial, or request for more information will be provided. In the event the committee fails to advise the submitting party by notice of either approval or denial in the 45 days of complete submission approval shall be deemed to have been given. Approval time period, 12 months from approval. Construction time period, 18 months from approval.

Important to NOTE: Each lot in SouthHaven, The Preserve, The Townes, and Ranch Tracts are provided a built upon area allotment through the Anchors Bend Storm Water Permits (SW8070201, SW8170309) PER the NCDEQ. Non-conforming to the built upon area restrictions can have adverse impacts on stormwater permit compliance and may require remedy through the NCDEQ at the owner's personal expense.

The Preserve, The Townes, Ranch Tracts		SouthHaven	
SW8070201		SW8170309	
Lot Number	Allowable Impervious Area	Lots 1-39	4,500
1-59 & 202-206 (64 Total)	4,800	Subtotal Lots (39)	175,500
60-65, 118-122, & 148-201	3,800	The Townes	
66-93 & 123-147 (53 total)	3,400	SW8070201	
Ranch Tracts (2)	9,000	Townhomes (24 Total)	31,141*
Subtotal Lots (208)	783, 541	*Townhomes to be built per plan with no additional BUA/LOT	