

ARCHITECTURAL GUIDELINES FOR PROPERTY OWNERS AND CONTRACTORS



CLIFF

Important Notice: Any property owner who begins construction or exterior alteration of a new or existing structure without meeting the requirements outlined below or without obtaining ACOC review and Board approval shall be subject to a fine of \$100 after notification by the Board of the violation. A fine of \$100 per day may also be imposed without further notice, until the violation is rectified. If not voluntarily paid, these fines may be collected by way of a property lien pursuant to the restrictive covenants of BayCliff and North Carolina law.

WHEN IN DOUBT, PLEASE ASK BEFORE STARTING A CONSTRUCTION PROJECT.

THE RULES AND REGULATIONS CONCERNING CONSTRUCTION AND EXTERIOR ALTERATIONS:

1. House plans, specifications and site plans, including any proposed driveways or sidewalks, must be approved in writing prior to the start of construction. Any alterations to the existing exterior of the home, driveway or sidewalk must be submitted to the Architectural Control and Oversight Committee (ACOC) and must have received written approval prior to the start of construction.
2. The exterior siding of all homes must be of individual wood boards. In the event that the home is being stained or painted, a sample board with the requested color must be submitted for approval.
3. It is the responsibility of the property owner to contact Dare County to obtain the appropriate building permit prior to starting a construction project. Enclosed open spaces under dwellings must meet Dare County Building Codes. Heated spaces cannot be constructed in a flood zone. Lattice or privacy planking is considered screening, not exterior siding, and must be of an approved wood. Building permits will only be issued for construction within the designated housing footprint area, as this is the only land that the property owner has the right to build upon. The remainder of the lot is designated as limited common property. Although the association owns the limited common property, the owner has the exclusive right of enjoyment of this area and the responsibility to maintain it.
4. Due to the unique terrain of BayCliff and the lack of storm drains, it is necessary to plan driveways and sidewalks to slope so as to alleviate standing water and erosion issues. Two designated ACOC members must be notified and be present during form placement and concrete pouring.
5. No trees may be removed without prior written approval. Any tree that appears to be dead will also require ACOC verification prior to its removal. Owners will be fined \$100 in addition to the replacement cost for each tree removed without prior written approval.
6. Prior to clearing a lot, the plan and method for this process must be submitted to the ACOC for approval. Trees intended for removal must be marked at least one week prior to the date of removal. Two designated ACOC members must be notified and present when removal begins.
7. The HOA Board of Directors reserves the right to inspect the structure during construction, after completion and prior to occupancy.

THE RULES AND REGULATIONS CONCERNING THE EXPECTATIONS FOR THE CONTRACTOR:

1. No alcoholic beverages may be consumed on the job site at any time.
2. No loud unnecessary noise, including loud radios, will be permitted.
3. Contractors are not permitted to bring pets into BayCliff.
4. The job site must be cleaned daily and all trash and construction waste must be removed and disposed of away from the BayCliff community at least once a week. Disposal of any construction or remodeling waste materials in or nearby the BayCliff HOA dumpsters is prohibited. The association dumpsters are intended to handle only the BayCliff residents' normal bagged household refuse. Construction debris creates jams in the county garbage truck's mechanism. NC State Law prohibits materials that can be recycled from being placed into the dumpsters.
5. All construction materials and equipment, such as dumpsters, portable toilets, equipment or vehicles, must be stored on the lot. Storage or overnight parking on common property, including on the streets, is not permitted unless prior written approval is received from the Board of Directors.
6. Streets adjoining the lot under construction are to remain clear at all times for traffic to pass.
7. Adjoining lots are to remain free of any construction materials, debris or cleared trees or brush.
8. The Board will hold property owners and/or contractors liable for any damage to common property.
9. Any damage to a common area must be repaired within 30 days of notification of the occurrence.
10. As BayCliff is a private community, anyone entering is required to abide by all of the signs, including the posted speed limit of 15 mph.
11. The property owner is responsible for relaying these rules and regulations to the contractor. The contractor is then responsible for relaying them to any subcontractors and delivery companies.