



Architectural Review Committee  
Design Guidelines

March 2006  
Revised January 2008

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## Architectural Review Committee Design Guidelines

### Introduction to the Architectural Review Committee (ARC)

#### Purpose

The Design Guidelines were created in order to ensure that all improvements at Bright's Creek preserve the natural beauty of the mountain setting and maintain a unified design theme throughout the community. Further, the Guidelines help promote our desired community lifestyle and protect individual property values.

This document describes the policies and procedures that apply to all construction activity, including:

- The construction of a new building;
- The renovation, expansion, or refinishing of the exterior of an existing structure;
- Landscape additions or changes, land disturbance, or other land improvements to a lot.

The Architectural Review Committee (ARC) was established by the Bright's Creek Property Owners Association as the responsible party to administer and enforce the Guidelines. The Design Guidelines may be amended over time by the ARC. It is the lot owner's responsibility to make sure they have the current guidelines and to carefully review it along with all applicable sections of the Bright's Creek Declaration of Covenants, Conditions and Restrictions (CC&Rs).

#### Authority

The authority of the ARC is set forth in the Bright's Creek CC&Rs, which encumbers every building site. The ARC is responsible for carrying out its duties on behalf of all members of Bright's Creek Property Owners Association, Inc. for the benefit of the total community.

#### Members

The ARC shall include a minimum of three members appointed by the Board of Directors of the Property Owners Association.

#### Majority Vote

Each member of the ARC shall have an equal vote and the majority of all members of the ARC shall constitute a decision for approval or denial of an Application. Owners are entitled to appeal ARC decisions to the Property Owners Association Board of Directors if they believe the ARC acted in a manner that was arbitrary or capricious.

#### Meetings

The ARC shall meet as necessary to review Applications received as required by the Bright's Creek CC&Rs.

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## Responsibilities

On behalf of the Bright's Creek Property Owners Association, the ARC is empowered to perform the following:

1. To establish architectural criteria and exterior design themes for the community.
2. To establish design review criteria for the protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
3. To review all applications for compliance with design review criteria and with the Bright's Creek CC&Rs.
4. To assure compatible architectural designs and harmonious relationships with neighboring building sites and the environment.
5. To require high standards of design and craftsmanship.
6. To establish any and all fees necessary for the review of applications, construction impacts, escrows and enforcement as may be required.
7. To assure that all houses are sited and built in harmony with the natural surroundings.
8. To monitor violations of design review criteria and to notify the Board of Directors of the Property Owners Association for appropriate action.
9. To amend design review criteria as may be required from time to time.
10. To contact applicants whose plans and specifications have been rejected and to provide Reasonable assistance and recommendations for adjustments and to bring applications into compliance with design review criteria.
11. To maintain copies of applications, design documents and related records.
12. To inform members of the Association of changes to the Design Guidelines as they may occur.

## **Design Approval Process**

The following is an outline for the steps involved in the design approval process from preliminary architectural review to final inspection.

### Step One: Preliminary Architectural Review

The ARC strongly advises a preliminary review of the proposed site plan and home design to avoid needless delays and costs. The lot owner or its designated representative must submit the application form and two (2) sets of preliminary plans consisting of the following:

1. Letter of Application for Residential Construction or Improvements (Exhibit A) with Application Fee
2. Site Plan
3. Floor Plans

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4. Exterior Elevations (all sides)
5. Exterior Materials
6. The ARC will review the application and design documents and return one set of plans to the Applicant with the appropriate comments within 15 days.

## Step Two: Final Architectural Review

The Final Architectural Review submission shall be accompanied by two sets of plans consisting of the following:

1. Letter of Application for Residential Construction or Improvements (Exhibit A)
2. Site Plan, Topography, Wet Lands Delineation, Tree Survey, Landscape Plans
3. Floor Plans
4. Building Sections
5. Exterior Elevations (all sides)
6. Roofs: materials, manufacturer, color chips
7. Walls: materials, color chips
8. Fascia and Trim: construction materials color chips
9. Window Specifications: manufacturer, type, finish, color chips
10. Exterior Doors/Garage Doors: specifications, materials, color chips
11. Patio/Decks: materials, finish, color chips
12. Fences/Walls: materials, color chips
13. Screen Enclosures: materials, colors
14. Mechanical Equipment: location and screening details
15. Driveways: materials, finish color chips

Note that two sets of plans are required, but only one material sample is required where referenced. With approval from the ARC, the applicant may defer filing the landscape plan until the house exterior structure is substantially complete and the house is backfilled.

The ARC will review all design documents, sample materials, color chips and return one set of plans to the applicant within fifteen (15) days after the ARC meeting review with the appropriate comments.

## Step Three: Submission of Plans to Appropriate Building Department

The lot owner or its designated representative submits ARC approved plans to the appropriate municipal building department and any other such agencies having jurisdiction for required permits. The lot owner is required to obtain all necessary permits prior to starting any construction and is directly responsible for compliance with permit conditions.

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## Step Four: Revisions and Changes/Final Inspection

The lot owner or its designated representative will notify the ARC prior to making any changes to ARC approved plans. Upon completion of construction, lot owner will submit the following to the ARC:

1. As-Built Survey
2. Copy of Certificate of Occupancy
3. Certificate of Compliance (Exhibit B)

The property owner, as well as the architect or builder, or both, as applicable, employed in connection with the construction or alteration of the improvements, shall sign the Certificate of Compliance. **The property owner shall not occupy the improvements or that portion being altered, as applicable, until the Certificate of Compliance has been filed with and accepted by the ARC.**

Design Document Changes. The lot owner, either directly or through its builder or architect, must notify the ARC prior to making any changes to the approved plans. A letter with adequate supporting documentation (as may be required by the ARC) must be submitted to the ARC for its review and approval prior to commencement of changes.

Periodic Inspections. The ARC shall have the right to inspect construction in progress for conformance with approved design documents and Applicants agree to cooperate fully with members of the ARC.

Fees and Deposits. The following fees and deposits are due in conjunction with the application and construction:

- |                            |          |                                     |
|----------------------------|----------|-------------------------------------|
| 1. Application Fee         | \$ 500   | Due at the time of application      |
| 2. Construction Impact Fee | \$ 1,500 | Due at time of application approval |
| 3. Compliance Deposit      | \$ 5,000 | Due at time of application approval |

The Application and Construction Impact fees are non-refundable. The Compliance Deposit will be held until construction completion and the ARC's final inspection. The ARC is authorized to utilize the deposit to correct or complete any part of construction to be consistent with the approved plans. If construction is completed by the applicant consistent with the approved plans, then the Compliance Deposit will be returned to the applicant following the ARC's final inspection.

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Design Documents (Architectural/Landscaping Plans). In order to provide a systematic and uniform review of the proposed construction, the design documents shall include the following:

**Site Plan** Scale: 1" = 10'

- Property Lines
- Building Setback Lines
- Easements (including water and sewer lines from house to points of connection)
- Right-of Ways
- Dwelling Perimeters (House Siting)
- Topography (finish and existing grades)
- Erosion Controls
- Driveways
- Patios/Decks
- Culverts
- Drainage Plan
- Clearing Plan
- Walkways

**Floor Plans** Scale: 1/4" = 10"

**Exterior Elevations** Scale: 1/4" = 10"

- Existing grade-fill
- Four-sided exterior views of all structures including materials, textures and colors

**Building Sections** Scale: %" = 1' (minimum)

- Wall/Roof Sections for design considerations
- Roof Pitch/Roofing Materials/Colors

**Exterior Colors, Finishes, Materials**

- Manufacturer's Specifications
- Samples/Product Photos/Color Chips
- Materials/Finishes/Models

**Landscape Plans** Scale: 1" = 10'

- Irrigation System Layout and Time Clock Location
- Existing Trees (6" diameter @ 4' above grade)
- Plant Material List, Quantities and Sizes
- Ground Surface Treatments

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## Architectural Review Committee Policies

### Applicant's Responsibilities

The ARC assumes no liability for Applicant's responsibilities which include, but are not limited to, the following:

1. Performance and quality of work of any contractor or subcontractor.
2. Compliance with all laws, codes, permit conditions and ordinances of any governmental agency or body.
3. Determination of environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions.
4. Determination of geotechnical, structural, mechanical, electrical and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors and other similar professionals.
5. Compliance with CC&Rs and ARC criteria.
6. Accuracy of all stakeouts and surveys.

### Design Review Decisions

Upon receipt of a properly completed Application, the ARC will review Applicant's plans and specifications and render one of three types of decisions in writing:

1. APPROVED
2. PRELIMINARILY APPROVED (subject to limiting conditions)
3. REJECTED

If Applications are APPROVED (with or without comments), Applicants may submit plans and specifications for Final Architectural Review (if this step has not been completed) or for building permits. "Comments" regarding any specific Application may be rendered to encourage changes that the ARC deems desirable but such "comments" are not binding upon Applicants.

### Approval Expiration

Applicants must begin construction within one hundred and eighty (180) days of Final Architectural Review approval by the ARC. Failure to do so will automatically revoke approval without prior notice from the ARC. Time extensions may be granted by the ARC if written requests are received prior to or within one hundred and eighty (180) days the ARC plan approval date.

### Additions/Remodeling/Improvements

Applicants for changes, modification, alterations and improvements to existing homes or lots shall consult with the ARC to determine the design documents required for approval. No work shall commence prior to approval of the ARC.

### Guest Houses

The construction of a guest house is permitted provided that there is adequate space on the lot for it. Guest houses must not encroach upon any setbacks or easements. If the Applicant is designing a house with a separate guest house to be constructed concurrently with the main house, plans for both should be submitted concurrently to the ARC. If a guest house is to be constructed after completion of the Applicant's main house, the guest house plans must be submitted separately to the ARC for approval. The guest house cannot be constructed prior to the main house. The guest house should be of a complementary architectural style to the main house.

### Construction Changes

All construction changes must be completed in accordance with plans approved by the ARC. Applicants requesting design change approvals should consult with the ARC to determine Design Documents required, if any, for approval.

### Construction Inspections

Periodic inspections may be made by the ARC while construction is in process to determine compliance with the approved Design Documents. The ARC is empowered to enforce its policy, as set forth in the CC&Rs and this manual, by any action, including an action in a court of law or equity to ensure compliance.

### Construction Completion

All construction must be completed within eighteen months from commencement. The ARC, if Requested in writing and deemed reasonable, may grant extensions.

## **Key Design Guidelines**

Each application will be evaluated on its own merits with reasonable flexibility for design function and creativity. The following list summarizes those design elements which the ARC requires, recommends and/or encourages:

- No construction activity of any kind shall be performed between the building setback line and any golf course boundary line.
- Use of professionals qualified in the fields of planning, architecture, landscape design, engineering and surveying.
- Compliance with all deed restrictions as found in the CC&Rs.
- Preservation of the natural character of the site.
- Emphasis on the aesthetics of exterior architectural and landscape design.
- Overall, high-grade superior quality construction with emphasis on good design and the use of natural materials such as stone and wood.
- Minimum square footage shall conform to those set forth below.
- Sign control in conformance with the criteria set forth by the ARC.



Dwelling Size/Minimum Standards

All residences shall conform to the following standards:

Heated Square Footage:

Single Family Home

One story: 2,200 square feet  
Two story: 2,400 square feet

Bright's Creek Village Home Program

One story: 1,600 square feet  
Two story: 2,000 square feet

Enclosed Garage: 2-car minimum

Front entry garages are discouraged unless the site so dictates.

No rear entry garages shall be visible on golf course lots.

Driveways: 16' minimum width at entrance to garage

Setbacks for Village and Single Family Homes:

Lots 1 - 2299			All Other Lots		
House		Garage / Out Building	House		Garage / Out Building
25'	Front	25'	25'	Front	25'
20'	Rear	20'	25'	Rear	25'
10'	Sides	10'	15'	Sides	15'

Exterior Elevations

1. Exterior elevations will be reviewed for architectural design/materials and for aesthetic appearance in terms of the overall dwelling and its relationship to other homes.
2. Exterior elevations shall be provided for all four sides of a structure and clearly indicate materials, textures and colors.
3. Approval of exterior design will be based on overall design themes and will consider mass and scale; materials, textures, colors and finishes, continuity between primary design elements and secondary surface treatments, placement of windows, doors and openings, vertical and horizontal lines, roof pitches, etc.
4. The ARC may bar any proposed new construction or changes to existing homes on purely aesthetic grounds where, in its sole judgment, such action is required to maintain the architectural integrity of the community.





### Exterior Materials

Materials and construction techniques are to be high quality, durable and proven in similar mountain applications. Earth tone colors work well in tying together the continuity of buildings. The intent is for the individual houses to blend into the total image. Dark colors accommodate this better than light. Pastel hues do not work well and will not be accepted. Stains are preferred to paints. Roof colors should not contrast sharply with the rest of the house.

1. The selection of exterior materials shall be harmonious with the architectural motif of each dwelling unit and the community development as a whole. Natural materials are preferred over synthetic material. However, some synthetic materials may be approved. Depending on specific applications, the following materials have been approved by the ARC:
  - NATURAL WOOD (cypress/cedar/redwood): board and batten lap siding, cedar shingles and shakes (roofs); tongue and groove siding.
  - PLYWOOD/CLAP BOARD: Cement Composite Siding (Will be considered on its own merit.)
  - STUCCO: Approval, subject to application, color, texture and use of other primary, secondary or decorative treatments.
  - MASONRY: Natural stone and aged or tumbled brick.
  - WINDOWS: Wood, aluminum frame, PVC clad, or other approved material.
2. The following exterior materials are not approved for construction: metal or vinyl siding, decorative concrete block, concrete block (except sub-surface wall), fiberglass, plastic or asphalt siding, fiberglass garage doors and certain types of imitation stone and brick. High quality simulated stone and brick from natural materials will be considered on their own merit by the ARC.
3. Exterior colors that, in the opinion of the ARC, would be inharmonious, discordant and/or incongruous shall not be permitted.

The ARC shall have final approval of all exterior color submittals. Each Applicant must submit to the ARC as part of Final Architectural Review, a color board showing the color of the roof, exterior walls, shutters, trims, etc.

A color board with manufacturer's name and number, with color material "chip" and location of same, of 8 % x 11 size or 8 % x 14 size shall be submitted for approval. This will be retained for record file.

### Roof Pitch/Roofing Materials/Solar Roof Panels

1. Generally roof lines should follow the slope of the land. Primary roofs should slope a minimum of 5:12 pitch. A flat roof on the main portion of the residence is strongly discouraged. Gutters and downspouts may be used if desired. Overhangs are encouraged. Submit samples of shingles or other roofing materials for ARC approval.
2. All roof stacks, flashings and metal chimney caps shall be painted to match the approved roof color. Roof stacks and plumbing vents shall be placed on rear slopes of the roofs Where possible.



3. Natural roof materials are encouraged, though other materials will be considered.
4. Roof colors are to be weathered greens, grays or browns, selected and textured to blend the building into the landscape colors on its lot within one year of construction completion.
5. Solar roof panels are not permitted unless designed on the rear side of the home and mounted flush with the roof plane. Solar panels cannot be visible to the golf course.

#### Design Duplication

1. Applicants should select building sites and home plans so as not to construct repetitious designs within close proximity. Similar designs or design duplications are discouraged and subject to disapproval without sufficient variations in exterior colors, materials; finishes, trim and detailing.
2. The approval of plans for a specific site does not automatically imply approval on another building site by the ARC.

#### Grading and Drainage

1. No bulldozing or clearing of trees shall be commenced until clearing and grading plans showing the nature and location of work have been submitted and approved. Cuts and fill should be designed to complement the natural topography of the site and minimize disturbance. Trees to be removed must be marked and inspected by the ARC prior to clearing. Unauthorized clearing is subject to financial penalties.
2. Buildings should be designed to finished floor elevations compatible with their surroundings.
3. Applicant shall be responsible for grading and surface drainage so that surface run-off will not adversely affect adjoining properties, bodies of water or wetlands. Applicant shall provide construction devices, stepped terraces or other forms of erosion control as may be required by the ARC. Applicant will stabilize disturbed areas as soon as practical to minimize the risk of run-off. Applicant shall be responsible for the cost of any restoration required off-lot due to the failure to properly maintain erosion controls.
4. In no case shall trees with a diameter of 6 inches or more (measured 4 feet above grade) be removed without approval of the ARC. Any federally protected tree cannot be removed without proper federal approval.
5. ARC notification and approval is required for clearing for lot maintenance or clean-up of unimproved or undeveloped lots.

#### Outdoor Living Areas and Screen Enclosures

1. Generously proportioned porches and terraces are encouraged. Porches and roof overhangs soften the rigid lines of a structure. Concrete patios do not work well on sloping land. Wood decks provide a more desirable outdoor area and will weather more subtly than concrete. The use of stone or brick terraces is also recommended.
2. Screen enclosure materials and colors must be approved by the ARC. Submit materials and colors for ARC approval.



3. Screen enclosures must not be visible from the street in front of the residence unless approved by the ARC.
4. No screen enclosures, swimming pools or patio/decks shall be located outside the building envelope or between the building setback line and any golf course boundary line.
5. Areas beneath decks and elevated terraces are not to be used for storage unless the areas are shielded from public view.
6. Swimming pools are allowed on lots. Screening of pool equipment is required and shall be noted on the swimming pool plan.
7. Outdoor fireplaces, fire pits and built-in barbeques are allowed and shall be detailed on ARC plan submissions.

#### Mailboxes

No mailboxes or other similar receptacle shall be erected on any lot. Mail will be picked up from the Greeter's Cottage or other facilities as designated by the Property Owners Association.

#### Fences/Walls

1. Chain-link and other wire fences of any type or style are not allowed. Wrought iron is strongly recommended. Fences in excess of five (5) feet in height are not allowed.
2. Attempts to establish property lines through individual privacy fencing or walls are not allowed. Fences are not allowed to be constructed in front of the rear building walls. Every effort must be made to retain the feeling of open space.
3. Walls or fencing on the boundaries of lots adjoining the golf course will be considered.
4. No wall, fence, coping or boundary planting may be constructed or maintained in such a manner as to interfere with vision of drivers at any intersection of streets or roads.
5. Retaining walls shall be noted on relevant plan submissions to the ARC. Natural stone from on-site sources is encouraged.

#### Garages/Driveways/Walks/Exterior Lighting

1. All single family homes shall have a minimum of a two-car garage. Single bay garage doors are required in lieu of a double width door. Front entry garages are to be avoided and may cause a plan to be disapproved unless the lot dictates its use.
2. No street side parking areas may be created by extending any portion of the street pavement. Large parking areas are discouraged.
3. Any exterior lighting in the driveway area needs to be approved by the ARC. Only minimum lighting will be approved. All proposed exterior lighting shall be detailed on the Landscape Plan. No exterior lighting shall be permitted which, in the opinion of the ARC, would create a nuisance to adjoining property owners.
4. Driveways should curve along the contours of the land. Right angle turns should be avoided.



5. Hard surface materials are encouraged for driveways and walks. Material selections and colors shall be indicated on plan submissions to the ARC.

#### Awnings and Shutters

Awnings, canopies and shutters shall not be permitted or affixed to the exterior of the residence without prior approval of the ARC.

#### Landscaping and Irrigation

1. All easements and right-of-ways shall be landscaped in accordance with the ARC specifications.
2. Plants indigenous to the area should be utilized.
3. All landscaping shall be completed according to the Landscape Plan as approved by the ARC.
4. Automatic underground irrigation systems are permitted, but must follow Aqua North Carolina guidelines for installation (Exhibit D).
5. The connection point to the irrigation system and location of the time clock shall be identified on the Landscape Plan.
6. Pulling irrigation water from creeks, lakes or ponds shall not be permitted.
7. Landscaping and irrigation shall be installed prior to obtaining a Certificate of Occupancy.
8. Trees with a diameter of 6 inches or more (measured 4 feet above grade) must be noted on the site plan, tree survey and landscape plan. Specimens scheduled for removal must be included on the Clearing Plan and tagged with colored ribbons on-site for inspection along with the house stakeout. In no case shall trees with a diameter of 6 inches or more (measured 4 feet above grade) be removed without approval of the ARC. Unauthorized removal of trees with a diameter of 6 inches or more (measured 4 feet above grade) will subject Owner to a fine of \$10,000 and the requirement to replace the tree or trees.
9. Applicants and their builders shall make a diligent effort to protect all remaining trees during construction, to provide staked-off areas to protect root systems from heavy vehicles and equipment, to install tree wells, and to take other precautions in cases where re fill is required around trees.
10. A detailed list of planting materials and quantities must be included in the Landscape Plan. The list should note the size of each plant species.

#### Utilities/Service Areas/Accessory Structures

1. Accessory structures, such as playhouses, tool sheds, doghouses or dog runs, shall not be permitted unless specific written approval of the ARC is obtained.
2. All playground equipment shall be constructed of natural material, stained with dark natural tones and placed to the rear of the residence. Placement must be pre-approved by the ARC.



3. No decorative objects such as sculptures, birdbaths, fountains and the like shall be placed or installed on the building site without approval of the ARC.
4. Outside antennas are not permitted. Satellite dishes, 18" or less, with appropriate screening from roads and the golf course must be pre-approved by the ARC.
5. A flagpole for display of the American flag shall be permitted, subject to ARC approval of the size, placement, color, finish and design. No flagpole shall be used as an antenna.
6. No clothes lines shall be allowed.
7. All garbage containers, AC compressors, water softeners, oil/gas tanks, etc. shall be located in an area not visible from any streets, golf course or adjoining properties as required by the ARC. Enclosures should be provided for garbage containers to keep the containers from being carried away by strong winds.
8. Applicant shall be responsible for all utility services from the point of utility company connections underground to the Applicant's home. All utilities shall be underground except temporary electrical service for homes under construction. Meters, transformers and other utility service equipment/gear shall be shielded by screening, walls or landscaping approved by the ARC.
9. Tennis courts are not permitted on any lot.
10. Basketball goals may be approved so long as they are mounted on a pole and not attached to any roof or other building structure.

#### Banners/Signs/Letters

All banners, signs and letters of any kind and nature shall be approved by the ARC before installation. "For Sale" or "For Rent" signs are prohibited.

#### Vehicle Parking

Applicants will not be permitted to park any commercial vehicle, boat, truck, van, trailer, camper, mobile home, tractor, bus, farm equipment, recreational vehicle, off-road vehicle, trailer coach or similar vehicle for a period of over twenty-four (24) hours on any building site or common area unless such vehicle is parked inside a totally enclosed structure. Street parking of all of the above is prohibited. A designated area will be provided within Bright's Creek to park these types of vehicles for a period of up to 30 days.

#### Exterior Repainting of Existing Homes

Repainting of any existing dwelling or property thereon with a color other than previously approved shall require the approval of the ARC. Color chips or samples coded to exterior elevations shall be submitted to the ARC for color change approval.



Construction Site Requirements

1. No open burning is permitted at any time.
2. Builders are allowed one identification sign for each lot. The sign must be approved by the ARC prior to installation. No other signage is allowed unless required by law.
3. Construction hours: 6:00 a.m. to 7:00 p.m. Monday through Friday. No construction work of any kind is permitted on Saturday or Sunday. Developer has the right to implement other restrictions on work hours for certain federal holidays and during special events on site.
4. Builders are required to keep on record with the Developer and ARC a 24-hour emergency phone number.
5. No alcoholic beverages or illegal drugs are permitted on job sites.
6. The playing of music is restricted to interior space only and must not be audible outside the building.
7. Workers are required to wear shirts at all times.
8. Inappropriate language or behavior by workers will not be tolerated.
9. Any agents, subcontractors or employees of builders who violate construction site requirements or any other ARC criteria may be removed and prohibited from entering Bright's Creek by the Developer and the ARC.

Contractor's Rules and Regulations

While building, we ask builders to follow the simple rules listed below:

- Builders are responsible for their sub-contractors.
- Upon any violation by a sub-contractor, the builder will be notified and will be expected to correct the violation. Any violations after that will be handled by Security.

First Violation	Written Contractor Notification
Second Violation	Denied access to property for 30 days
Third Violation	Banned from Property

- Contractors pass must be displayed in vehicle
- Construction traffic must utilize designated construction entrances.
- No speeding on property -25 mph maximum.
- Keep construction site clean.
- Report any problems to Security at 828-398-4386.



EXHIBIT A  
Letter of Application for Residential Construction or Improvements

**Submit to: THE ARCHITECTURAL REVIEW COMMITTEE**

Name and address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Lot Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Name and address of Architect: \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and address of Builder: \_\_\_\_\_  
\_\_\_\_\_

Plans submitted are: **D** Final **D** Preliminary

Contractor's NC License Number: \_\_\_\_\_

**FOR REVIEW COMMITTEE USE ONLY**

Housing Type: \_\_\_\_\_

Preliminary Approval Date: \_\_\_\_\_

Review Fee Paid Date: \_\_\_\_\_

Landscape Plan Approval Date: \_\_\_\_\_

Stake-Out Approval Date: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Impact Fee Paid Date: \_\_\_\_\_

Compliance Deposit Paid Date: \_\_\_\_\_

Completed Construction: \_\_\_\_\_





1. Has a home with similar elevations ever been previously constructed from these plans in this area?

**D**No      **D**Yes      Location \_\_\_\_\_

2. What is the anticipated finish floor elevation? \_\_\_\_\_ above MSL.

3. What is the HEATED AREA of this structure? \_\_\_\_\_ Sq. ft.  
GARAGE AREA \_\_\_\_\_ Sq.  
DECK AREA \_\_\_\_\_ Sq. ft.  
TOTAL AREA \_\_\_\_\_ Sq. ft.

4. Exterior Materials: Specify colors and materials to be used. Please submit samples of colors on the materials that will be used.

Brick:	_____	_____
	Type and Manufacturer	Color
Siding:	_____	_____
	Type and Manufacturer	Color
Stucco:	_____	_____
	Type and Manufacturer	Color
Roofing:	_____	_____
	Type and Manufacturer	Color
Fascia Trim:	_____	_____
	Type and Manufacturer	Color
Shutters:	_____	_____
	Type and Manufacturer	Color
Doors:	_____	_____
	Type and Manufacturer	Color
Windows:	_____	_____
	Type and Manufacturer	Color
Other:	_____	_____
	Type and Manufacturer	Color

5. The Property Owner is required to submit a Review Fee of \$500 made payable to Bright's Creek Holdings at the time of approval for construction.

6. The Property Owner will be required to pay a Construction Impact Fee of \$1,500 and refundable \$5,000 Compliance Deposit made payable to Bright's Creek Holdings at the time of plan approval.





EXHIBIT B  
CERTIFICATE OF COMPLIANCE

BRIGHT'S CREEK  
2222 Palmer Road, Mill Spring, North Carolina 28756

The UNDERSIGNED DOES CERTIFY TO BRIGHT'S CREEK ARCHITECTURAL REVIEW COMMITTEE (the ARC) THAT THE BUILDING STRUCTURE AND OTHER IMPROVEMENTS LOCATED AT

\_\_\_\_\_  
(LOT NUMBER AND STREET)

in Bright's Creek have been constructed or altered in compliance with the recorded covenants running with the certain lands in Bright's Creek affecting such lot. (As amended to date.) Copies of which covenants the owner does hereby acknowledge receiving.

The undersigned does further certify that the improvements have been constructed in accordance with the final plans and specifications heretofore filed with and approved by the ARC on \_\_\_\_\_, 20\_\_\_\_, THAT THE BUILDER AND/OR ARCHITECT EXECUTING THIS CERTIFICATE HAS CONDUCTED A FINAL INSPECTION OF THE IMPROVEMENTS; AND THAT THE IMPROVEMENTS MEET THE GUIDELINES, CRITERIA AND REQUIREMENTS SET FORTH BY THE ARC IN ITS APPROVAL OF THE PLANS AND SPECIFICATIONS.

WITNESS THE HAND SEAL OF EACH OF THE UNDERSIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

OWNER: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_  
Signature

ARCHITECT \_\_\_\_\_  
Signature

TYPE OF IMPROVEMENTS: \_\_\_\_\_

Filed with and accepted by the Bright's Creek architectural review committee this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ARC COMMITTEE MEMBER \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

IN WITNESS WHEREOF, Bright's Creek Development Corporation, Operating Manager of Bright's Creek Holding Company, LLC has caused this instrument to be executed in its corporate name below and its corporate seal to be hereto affixed, all by the authority of its Board of Directors first duly given.

\_\_\_\_\_  
\_\_\_\_\_**President**

Attest: \_\_\_\_\_  
\_\_\_\_\_**Secretary**

