

# QUEENS HARBOR

## DESIGN REVIEW GUIDELINES

March 14, 2016  
Rev. 5/5/16 (4.5)  
Rev. 1/11/20 (4.5)  
Rev. 7/30/20 (2) (4.5)

### 1. INTRODUCTION

Building your home at Queens Harbor will be an exciting and pleasurable experience. Your residence represents a major investment and the quality of design is very important.

The following Design Guidelines have been prepared to help homebuyers, architects, builders and residents of Queens Harbor understand and become active participants in the process, to assure long-term neighborhood quality. They will help shape, maintain, and enhance the quality of residences. They will be employed by the Queens Harbor Architectural Review Committee (QHARC), which is a committee of the Queens Harbor Homeowners Association, Inc. (HOA), during the review process to determine whether a design meets with its approval. The QHARC shall exercise its discretion in a thoughtful, reasonable and good faith manner. It is not the intent of the Design Review Guidelines to make judgments as to what is beautiful, but to coordinate architectural diversity while creating a blend of home styles, which enhance the natural environment. The QHARC does not seek to restrict individual taste or preferences. In general, its aim is to avoid harsh contrasts in the landscape and architectural themes at Queens Harbor and to foster thoughtful design so there is harmony between residences. The QHARC intends to be completely fair and objective in the architectural review process and to maintain sensitivity to the individual aspects of design

These Design Guidelines are subject to change from time-to-time. The Design Guidelines in effect at the time plans are submitted will be applied. The design review is authorized by the Restrictive Covenants that contains important information that must be complied with during the building design process.

#### A. LIMITATIONS OF RESPONSIBILITY

The primary goal of the QHARC is to review the applications, plans, specifications, materials and samples submitted, to determine if the proposed structure conforms in appearance and construction criteria with the standards and policy set forth in the Design Guidelines and the Declaration of Covenants, Conditions and Restrictions for Queens Harbor Subdivision, which are filed of record in the Onslow County Registry and all Amendments thereto ("Restrictive Covenants"). The QHARC **does not** assume responsibility for the following:

- a) The structural adequacy, capacity or safety features of the proposed improvement or structure.
- b) Soil erosion or unsuitable soil conditions.
- c) Compliance with any or all building codes, manufacturer specifications or instructions, safety requirements, governmental laws, regulations or ordinances of any type or nature.
- d) Performance or quality of work of any contractor or quality of any product, feature, fixture, or improvement, whatsoever.

## **B. TIME LIMITATIONS**

After final approval by the QHARC, the Builder must begin construction within one year from the date of approval or forfeit all approvals. The QHARC may grant an extension of one year, subject to any new regulations.

## **C. APPEAL**

If an application has been denied, or the approval is subject to conditions which the owner feels are harsh, the Owner may request a hearing before the Queens Harbor Homeowners Association, Inc.'s Board of Directors (BOD) to justify his/her position. After the hearing, the QHARC will review its decision and notify the Owner of its final decision within ten (10) days of the hearing

## **D. PRE-APPLICATION PROCEDURES**

Compliance with all governmental and community regulations is the obligation of the Owner. The Owners should familiarize themselves and their building team with the Design Review Guidelines and Restrictive Covenants. The Onslow County Planning Department should be contacted at the beginning of the planning and design process to insure compliance with their regulations. However, compliance with Onslow County's minimum standards is not adequate for meeting the Design Guidelines. For example, as certain Onslow County requirements for setbacks are inadequate to create a better overall community appearance, Queens Harbor requires a different set back in some instances. All State regulations must be met. Thus, depending on your location and design, you may need to contact the local Coastal Area Management Act (CAMA) office, which is located at 400 Commerce Ave, Morehead City, North Carolina 28557 (252) 808-2808.

Final approval by the QHARC must be received in writing prior to the start of any clearing, grading or construction. The review procedure has been structured to achieve a timely review from conceptual plan submittal to final inspection and approval.

## **2. DESIGN REVIEW PROCESS**

### **NEW HOMES**

Plans and submittals for all proposed new home in Queens Harbor will be reviewed and approved by the QHARC. ARC packages should be submitted and emailed to the QHARC and the ARC Chairman. Questions in reference to the Design Review Guidelines should be submitted and emailed to ARC Chairman.

STEP 1: Submission, by the property owner, of a “conceptual” plan for approval by the QHARC. This “Conceptual” plan may be a rendering of the proposed home, a photograph of a similar home or the actual plans for the home, structure, outbuilding, deck, fence, etc. The intent here is to establish that the proposed home will blend well within the community as is generally acceptable without having the property owner incur any substantial expense. Step 1 may be combined with Step 2.

STEP 2: A face-to-face meeting with the QHARC is available at the request of the property owner and/or their builder, at which time the ARC package will be reviewed for completeness and to explain any extraordinary conditions or concerns. The property owner may choose to designate their builder or another party as an authorized representative. However, the property owner will ultimately be responsible for the actions of their designated representative.

- A. A complete set of Architectural Plans for the proposed house. THIS copy will be kept on file by the QHARC;
- B. A completed ARCHITECTURAL REVIEW CHECKLIST (Appendix A) which includes ALL requested information outlined on the form;
- C. An executed copy of the BUILDING CONSTRUCTION APPLICATION AND AGREEMENT (Appendix B);
- D. An executed copy of the RULES FOR CONTRACTORS, OWNERS AND SERVICE PERSONNEL FOR RESIDENCE (Appendix C);
- E. A “Professionally” prepared “SITE PLAN” that indicates the following:
  - 1. The location of the house on the lot showing front, rear and side setbacks.
  - 2. The location of the driveway and walkways must be shown on the site plan. Each lot must provide a minimum of two off-street parking spaces.
  - 3. The location of any proposed fencing, retaining walls, drainage swells, ponds, berms, etc., must be shown on the site plan.
  - 4. Impervious surface must be calculated by the professional who prepared the site plan and must be shown on the site plan. The impervious surface allocation for each lot can be found in the recorded *Declaration of Covenants, Conditions and Restrictions for Queens Harbor*.
- F. Landscaping Plan – A landscaping plan shall be submitted identifying planting beds including the plant and tree selections by name, natural areas, and lawn areas that must be sodded, including the drainage swale. In addition, all service utilities, garbage receptacles, fuel tanks and HVAC units are to be shown on this plan with proposed screening, either by a wall or vegetation buffer. Please see Section 3.3 entitled Landscape Design on page 6 for further details.
- G. A copy of the Contractor’s Building License along with a copy of their workman’s compensation, liability insurance and builder’s risk insurance;

- H. Samples or pictures of the roofing materials, exterior siding selections, the exposed portion of the foundation, and colors used on all exterior surfaces. All colors shall be identified by their manufacturer and color name and number.

STEP 3: The Owner and/or Contractor shall identify the location of the house, driveway, (referred to as the "Stake-Out"). All trees, requested for removal, must be identified with a different colored surveying tape. Please refer to Section 3.3 titled Landscape Design for further details. QHARC must inspect and approve all locations and tree removals in writing as part of the final approval.

**New Construction Fees and Payments** – A payment of a \$1,000.00 cash or check construction bond shall be made payable to the Queens Harbor Homeowner's Association or QH HOA. Of this \$1,000.00, \$500.00 is non-refundable and placed in a road repair and replacement fund with the homeowner's association and the remaining \$500.00 will be refunded unless otherwise held by the HOA for damages or fines. A Schedule of Fines is attached as Appendix D. If any fines are assessed, the same shall be taken from the construction bond monies being held and the Owner shall be required to pay within 10 days of being notified of such fine assessment that amount to the HOA in order that the total construction bond is replenished to its original amount. The non-refundable portion of the bond is to be given to the HOA to offset wear and tear on the roads that will occur regardless of any improper act of any Contractor and Owner and will assist in building a fund that will be used to perform road maintenance and repaving when necessary. In addition, the Owner must submit an Architectural Review Fee of \$250.00 to made payable to the Queens Harbor Homeowner's Association or QH HOA. As noted in Section 4.11 titled Mailboxes, all mailboxes within the community must utilize the same design and are available through the QHARC. A check for \$200.00 made payable to Queens Harbor HOA is required for the purchase of the mailboxes. All applicable checks as noted above must accompany the QHARC package.

The QHARC will meet twice a month to review submitted packages. If all of the requirements as outlined in Steps 2 and 3 above are not included in the submitted package, the Owner/Contractor should expect delays and approval. Although QHARC will attempt to expedite the process, it may not be able to do so in every instance. In any event, the QHARC shall respond to Applications within 30 days. This may be extended for a short time under unusual circumstances such as the illness of members or the absolute need to obtain outside consultation.

STEP 4: The QHARC will respond in writing via email to the Owner or their Representative as to the approval, conditional approval, denial or any omitted requirements of the submitted package. Construction may begin only after FINAL approval by the QHARC. The QHARC has the right to verify that no "additional" trees have been removed and verify that the structure is located in the exact location represented during the "Stake-Out". If the structure is relocated without the written approval of the QHARC, then the Owner will be directed to stop work, remove all incorrectly located work and build the structure as approved, solely at his/her expense.

The Owner/Contractor should provide QHARC with an estimated time for completion of construction. Six months into the construction, QHARC will meet at the site and review the progress. If construction is not complete at six months, they shall review at nine months at which time, the builder will be given written notice construction is to be completed in twelve

months unless there have been unusual delays due to weather, etc. If construction is not complete at twelve months and it is unlikely that it can be completed within an additional 120 days, QHARC shall notify the Association, which may take further legal action.

The QHARC has the right to periodically monitor construction, from the beginning of site work and continue through completion, to insure compliance with setbacks, square foot requirements and initial submittals.

### **RENOVATIONS & ADDITIONS & DELETIONS**

STEP R1: A written request to the QHARC, which specifically addresses the proposed renovation, placement, additions, or deletions of the home exterior.

STEP R2: Please submit Appendices A, B and C along with a "Plan" and supporting literature that clearly defines the Owner's proposed modification. The QHARC may require some of the same items required for "New Home Construction" for the protection of Queens Harbor roads and common areas. After reviewing the submitted package, the QHARC will notify the Owner of any necessary construction bonds as a part of the approval process.

Modifications may begin once the QHARC has issued its final approval of the plan.

**No changes to approved new homes or renovations or additions shall be made without first having those changes submitted to and approved in writing by the QHARC.**

### **FENCING**

(See Appendix E for application) – An ARC fee of \$50.00 will be required with the submission of this ARC packet. Please make check payable to Queens Harbor HOA.

### **SHED, DECK, PATIO, POOL, GAZEBO, DOCK, DRIVEWAY EXTENSION (Appendix F)**

(See Appendix F for application) – An ARC fee of \$50.00 will be required with the submission of this ARC packet. Please make check payable to Queens Harbor HOA.

### **TREE REMOVAL & LANDSCAPING ALTERATIONS**

(See Appendix G for application) - An ARC fee of \$50.00 will be required with the submission of this ARC packet. Please make check payable to Queens Harbor HOA.

## **3. SITE IMPROVEMENT STANDARDS**

One of the unique qualities of Queens Harbor is the diverse character of the site, from tall pines to oak clusters, from natural water features to marsh wetlands, to habitats for birds and other wildlife. It is the intent of these Design Review Guidelines to ensure that these natural features be retained. New construction should emphasize these features.

It is desirable for the homes at Queens Harbor to exhibit the individuality of their owners as well as to adhere to the Design Review Guidelines within the context of the selected architectural style. It is also important to observe basic design principles inherent in good design. The following are some of the questions that the owner and design team should consider when developing the design:

- a) Is the residence located on a site in a sensitive manner with minimum disruption to the natural topography, vegetation and unique site features?
- b) Is there consistency in the site planning, architecture and landscaping?
- c) Will the various building materials allow for pleasing and harmonious exterior appearance?
- d) Are the colors appropriate and used with restraint?
- e) Is the home placement sensitive to the location of existing homes, other lots, and potential homes on other lots?
- f) Does the plan provide privacy and screening from neighbors to the extent possible?

### 3.1 SITE ENGINEERING

All homes must connect to the sewer system provided by the developer and must also connect to telephone and electrical utilities offered at the lot line.

Lot owners may not exceed the allowable impervious surface area as detailed in the Water Quality Certification Permit for Queens Harbor as referenced in the *Declaration of Covenants, Conditions and Restrictions for Queens Harbor Subdivision*. However, the impervious surface may be increased provided that a Site Plan showing detail of the facility, designed by a Professional Engineer and approved by NCDENER-Department of Water Quality.

A 12-foot-wide by 15-foot-deep construction entrance on the lot will be stoned. A black silt fence will be constructed along the front, side and/or rear and extend along the side lines to a point where the land disturbance ends and shall be installed prior to any construction.

### 3.2 BOARDWALKS, DOCKS, PIERS AND VIEWING AREAS

These guidelines will assist in preserving the pristine view corridor of the Queens Harbor Shoreline.

Owners of waterfront home sites, after approval of QHARC, may build boardwalks which provide access to Queens Creek limited to a 6' wide walkway. Gazebos may be approved if they are of an acceptable size and don't block neighboring views of Queens Creek and, of course, must comply with applicable regulations and requirements, including those associated with CAMA.

The gross surface of a deck and/or a viewing platform shall also be acceptable to the QHARC and may be constructed no larger than 16 x 16 feet at the terminus of the boardwalk.

CAMA and Construction permits must be obtained and must comply with all applicable jurisdictional agencies.

### 3.3 LANDSCAPE DESIGN

Landscaping is a most essential element of your home and should be utilized to reinforce and extend its livability. It is the intent of Queens Harbor that the homes and sites preserve

as much of the natural elements as possible, consistent with the minimum tree removal required to site the house, driveway and septic drain field.

Preservation of existing vegetation must be taken into consideration in establishing the landscape design as follows:

Within the driveway, the building site, and within 10 feet of the main dwelling, any hardwood or pine tree may be removed. Between 10 feet and 20 feet of the main dwelling, any pine trees may be removed while any hardwoods 5 inches or larger within this same area may not be removed without the prior approval of the QHARC. Pine trees and hardwood trees greater than 5 inches in diameter that lie 20 feet or more from the main dwelling may not be removed from any lot without the prior approval of the QHARC.

No gravel or rock shall substitute as lawn. However, the pristine nature of this community does not demand lawns in each instance and instead, properly maintained and design natural areas are acceptable under certain circumstances. If a lawn is included in the approved plan, then it **must be sodded**.

Landscaping vegetation is encouraged to meet the requirements that outside utility areas be screened and to funnel wind and buffer intruding noises.

Great care must be taken not to block easement areas described in the *Declaration of Covenants, Conditions and Restrictions for Queens Harbor*. For example, a site plan must consider the easements that exist ten feet along all roads, easement along the alley and the drainage and utility easement.

Within 30 days after the date of issuance of a Certificate of Occupancy (CO) by the County, landscaping must be completed as shown on the plans approved by QHARC unless there is an extreme weather situation.

### 3.4 STRUCTURE SIZE AND PLACEMENT

The lots in Queens Harbor shall be used for residential purposes only, and no structure shall be erected, placed, altered or permitted to remain on any lot other than one detached single-family dwelling and related structures incidental to the residential use of the lot.

Each dwelling shall have an enclosed heated living area provided for in the Restrictive Covenants.

There are a few cases where individual lots will be permitted different setbacks because of unique situations that must be substantiated by the property owner and approved by the QHARC. The QHARC shall have the right to approve deviations from each of these setback requirements upon application of an individual lot owner if, for reasons of topography, strict compliance creates a hardship if such approval does not violate the applicable governmental regulations or approvals.

**Building Height** - The vertical distance from the finished grade at the building line to the highest point of the building shall not exceed 35 feet.

### 3.5 STRUCTURE ORIENTATION

Site orientation should consider the existing native vegetation, shape of the lot, adjacent residences and views from and to the structures.

Air conditioning units, utilities should be screened using landscaping. Pool equipment and garbage receptacles should be located so as not to be visible from the roads or adjacent areas. These may be placed in set back areas and should be screened using landscaping.

### 3.6 GARAGES, DRIVEWAYS, SIDEWALKS AND OUTBUILDINGS

Garages for at least two cars are required, along with an uncovered space for parking 2 additional cars outside the garage. This can be in the driveway or other area. Resident's parking on other than designated and approved areas is not permitted. Curved or turnaround capability should be provided where space permits. Examples of approved paving materials are:

- a. Concrete
- b. Impressed or pattern concrete.
- c. Paver blocks or bricks.
- d. Fixed exposed aggregate.

No driveway may be constructed of any other material unless approved in writing by the QHARC. Driveways must be installed within 30 days of issuance of a Certificate of Occupancy.

Side-facing garages must have a driveway apron of at least 20 feet in width opposite the garage doors unless otherwise approved by the QHARC.

Sidewalks shall provide entry from the driveway to the house. Sidewalks shall be of pavers or the same material as the driveway unless otherwise approved by the QHARC.

The location and materials of all animal housing will be subject to approval by QHARC. Animal fencing must be disguised with adequate landscaping and approved individually by the QHARC.

Outbuildings for storage of tools, garden equipment, etc., shall be constructed from the same materials (type and color) as the main house or as approved by the QHARC. Detailed plans must be submitted to the QHARC for approval.

Miscellaneous yard, garden and construction material must be contained entirely on your lot and not be visible from the street. Landscaping can be used to shield these items from view.



#### **4. ARCHITECTURAL STANDARDS**

The exterior of all dwellings should be designed to be compatible with the existing vegetation and the adjacent structures. All buildings within Queens Harbor should be in harmony with their surroundings. The use of materials such as wood, cement board and brick are encouraged. Only hardcoat stucco is permitted; no synthetic stucco is allowed. Vinyl siding will be approved when the siding gives the appearance, in the opinion of the QHARC, of being made of natural materials and are not readily recognized as vinyl from the street. Lap vinyl siding is not allowed.

##### **4.1 ELEVATIONS AND ROOFING**

Exposed foundations must have a brick façade, stucco type covering or other materials approved by the QHARC. A slab flooring system must have a 3 course 8" block concrete stem wall.

Roof pitches and overhangs may vary as necessitated by architectural design. However, no flat roofs are allowed, as a major structural element.

Roof shingles shall be at least 25 year "architectural".

The QHARC will not allow materials or colors, which it deems to be inappropriate, for the site. Reflective materials will not be permitted.

##### **4.2 POOLS**

Pools, when approved by the QHARC, must be enclosed by fencing for safety. Pool fencing must tie in or match the building structure and must be shown on the submitted Plans. Raised pools 2' above existing grade will require stem walls. No pool enclosure is allowed to extend beyond the side of the home except where buffered from view of street.

##### **4.3 ROOF ACCESSORIES**

Plumbing stacks and roof vents must be placed as inconspicuously as possible, preferably located on the rear elevation.

Any solar installations shall be installed to give the appearance of a skylight, and installed with a finished trim material or curb, and located so as not to be visible from the street.

Dormers shall appear to be finished when viewed from the outside of the structure. Unfinished framing should not be visible.

Chimneys shall be brick or covered with the same siding material as the house or a complimentary material.

##### **4.4 EXTERIOR LIGHTING**

Exterior light fixtures should be subtle, with emphasis on function and not a dominant architectural element. Light sources should be concealed where possible, with all light in

shades of white. Lights may not spillover into neighboring properties and lighting must be shielded to prevent glare. Garden lights or walkway bollards must be directed downward.

#### 4.5 FENCES

In order to maintain the views within this wooded, natural setting, fences will be discouraged. However, the QHARC, upon petition by the property owner, may approve some fencing for unique reasons, such as the Owner has a dog. Such petition must justify use of the fencing. The QHARC has sole discretion over size, material(s) and location of such fencing.

While "invisible" dog fences are preferred by the QHARC for animal containment, the QHARC realizes that they do not keep other animals away from your pet. In that regard, the QHARC, is providing a guide for fencing.

Above ground fences designed to restrict the movement of wildlife will not be permitted.

Fences shall comply with the following standards:

All fences will be a picket style fence. Space between pickets shall be between 1.5 to 3.5 inches. Pickets width shall be no greater than 3.5" wide.

The acceptable materials for fencing will be iron, aluminum and vinyl. The color for fences shall be either black or white.

Fences are not permitted to be placed in the front and corner front yards. The maximum height for fences in the side and rear yard shall be 4' feet. The front yard is the area from the front of the house projected to the property line and runs to the street right of way and for corner lots it is the area from the side of the house projected to the rear property line and to the front street right of way and runs to the side street right of way or to the alley. The side yard is located on the side of the house and the area located from the front and rear of the house projected to the property line. The back yard is the area located behind the house and from the back of the house projected to the property line and runs to rear property line. The back yard for lots with alleys is the area located behind the house from the back of the house projected to the property line and runs to a line that is 20' from the pavement. Fences are not permitted to be located adjacent to a front porch. Fences are not permitted to be located closer to the street than the house corner where the fence is located adjacent to the house.

A Landscape Site Plan is required to be submitted with the Fence Application when the fence will be located in the side yard.

The plant and shrubs selected shall take into consideration of the soil type, sun light and planting zone. Plants and shrubs shall have a minimum of 90% evergreen type. Each plant and shrub must be identified by its botanical and common name.

The required landscaping shall be a minimum of 3-gallon container size and spaced at minimum of 4 feet apart and no more than 2' from the ends of the fence. Additional flowering plants and shrubs are encouraged. Plants and shrubs must be maintained to a height of no more than 2 feet above the fence. The landscaping-must be maintained free of

grass and weeds. Plants, shrubs, and trees determined to be dead or weak are required to be replaced with plant, shrubs or trees of the same size and type.

White picket fences 3 feet tall or less located in the side or back yard of the house with a total accumulative length of less than 32 feet is exempt from the regulations.

Fences located in the side yard shall be landscaped according to the Landscape requirements.

Fences will not be allowed in any drainage, utility or access easement that is shown on the recorded plat.

Barbed or razor wire is prohibited.

#### 4.6 EXTERIOR STAIRS AND RAILINGS

Front and rear porches must be constructed of materials that compliment the house style and design.

Exterior staircases to upper floors are discouraged. Plans for such structures must be submitted to the QHARC. If allowed, these stairs and railings must be located on the rear of the house and not be visible from the street.

#### 4.7 PRIVACY SCREENS

Generally, will not be permitted.

#### 4.8 EXTERIOR FINISHES

All exterior colors shall be approved by QHARC. When repainting, the original color scheme shall be repeated or a new color scheme shall be submitted for approval by QHARC.

#### 4.9 SERVICE LINES

All electrical, telephone and television service lines shall be underground.

#### 4.10 ADVERTISEMENT SIGNS

All signs, including "For Sale", "For Rent", "Contractor", "Sub-Contractors", "Architect", "Landscape Architect", "Real Estate Companies", etc., other than those furnished by Queens Harbor will not be allowed on lots. Exception: Preferred Builders with approval may have an approved company name sign as outlined in the Queens Harbor Builders Sign Policy. Builders should contact the QHARC for a copy of this policy.

#### 4.11 MAILBOXES

All houses require mailboxes and newspaper holders that will utilize the same design. These mailboxes are available only through the Queens Harbor ARC. Each owner will be required to pay for the cost of the mailbox during the ARC approval process.

#### 4.12 BOATS

No boats and/or boat trailers over 22 feet in length shall be kept or maintained or located upon any lot. Boats and/or boat trailers less than 22 feet in length must be stored in the garage.

### 5. GENERAL PROVISIONS

#### 5.1 PLANS

Plans for all buildings, alterations and additions shall be submitted to the QHARC for approval. Variances shall be granted on the basis of architectural merit and landscape architectural design and not on hardship.

#### 5.2 FEDERAL, STATE & COUNTY CODES

In addition to the provisions of the Queens Harbor Design Review Guidelines and those regulations, all construction is subject to Federal, State and County building codes. All reviews and inspection procedures described in these regulations and the design approval process are intended to assure compliance with aesthetic considerations. Queens Harbor, its affiliates and the QHARC are not responsible for design or construction defects or structural failure or failure of the building to meet appropriate building codes.

#### 5.3 CONTRACTOR REQUIREMENTS

The general contractor and all subcontractors shall be licensed as required by the state of North Carolina and the Onslow County Building Department. All permits must be obtained and fees paid prior to construction. The general contractor shall warrant all materials and workmanship to be good quality and remain so for a period of one year. The general contractor is responsible for all work and the work of any subcontractor.

All contractors shall carry Workmen's compensation and liability insurance and Builder's Risk during the construction process.

Contractors must comply with North Carolina and Onslow County codes.

#### 5.4 CONSTRUCTION STANDARDS

Any cracking, chipping, staining, movement of the street or other damage thereto that is caused by a contractor or material supplier must be remedied by the Owner to the existing Department of Transportation standards. Parking of vehicles during construction shall not prevent normal traffic flow.

Lot owners and Contractors are responsible for keeping the job site clear of trash and debris daily with a thorough cleaning each Friday. Storage of all construction materials shall be contained within property lines in trash containers or enclosures.

Per ordinance, portable toilets will be maintained to clean, healthy standards.

#### **5.5 HOURS OF CONSTRUCTION, NOISE AND PETS**

Construction activities shall occur no earlier than 7:00 AM Monday through Friday and no earlier than 9:00 AM on Saturday. There will be no construction permitted on Sundays. Construction noise shall cease at 6:00 PM daily Monday through Saturday.

Radios cannot be played at a volume on construction sites, which will disturb residents.

Domestic animals on construction sites must be on a leash or under the control of any owner at all times. The contractor is responsible for any noise or damage caused by any animal brought onto the site and for cleaning up after the animal. The contractor shall remove any pet if requested by the QHARC.

#### **6. VARIANCES**

If the owner and/or architect feel that certain portions of these Design Review Guidelines are inappropriate, based on the design elements of his/her particular residence, then the owner may apply for a variance. The burden of establishing the reasons why a specific requirement is not appropriate lies with the owner. The owner should make reasonable assurance in the variance request submitted that the overall intent of the Design Review Guidelines will be accomplished. The granting of a variance rests solely with the QHARC. Granting of the variance for one particular situation does not warrant or imply that such a variance will be granted for the same situation of another home site. Each variance will be reviewed on a case-by-case basis in keeping with the overall objectives of the Design Review Guidelines.

## Queens Harbor ARC Checklist

- \_\_\_ Architectural Plan
- \_\_\_ Site Plan
- \_\_\_ ,Landscaping Plan
- \_\_\_ Appendix A (Executed)-ARC Checklist
- \_\_\_ Appendix B (Executed)-Building Construction Application
- \_\_\_ Appendix C (Executed)-Rules for Contractors, Owners & Service Personnel for Residence
- \_\_\_ Appendix D Architectural Control Committee Schedule of Fines
- \_\_\_ Contractor's Building License
- \_\_\_ Copy of Builder's Insurance
- \_\_\_ Sample Color of Brick
- \_\_\_ Sample Color of Stucco
- \_\_\_ Sample Color of Siding
- \_\_\_ Sample Color of Roofing Material
- \_\_\_ Check for Architectural Review and Mailbox \$450 payable to Queens Harbor
- \_\_\_ Check for Road Bond \$2500 payable to Queens Harbor HOA
- \_\_\_ Check for Mailbox \$200 payable to Queens Harbor HOA

## Appendix A

### Queens Harbor Architectural Review Checklist

3/15/16

(circle one)

Date: \_\_\_\_\_

This Submittal for:    **Conceptual**            **Preliminary**            **Final**            **Revision**

Lot: \_\_\_\_\_            Phase: \_\_\_\_\_            # Bedrooms: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_            State: \_\_\_\_\_            Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_            Work Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_            Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Architect/Designer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_            State: \_\_\_\_\_            Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_            Fax No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Builder's Name:** \_\_\_\_\_

License No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_            State: \_\_\_\_\_            Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_            Fax No: \_\_\_\_\_

Cell Phone: \_\_\_\_\_            Email: \_\_\_\_\_

**Dwelling Square Footage**

Single Story		_____ (heated)
Two Story	First level	_____ (heated)
	Second level	_____ (heated)
Garage		_____
Terrace/Decks		_____
Porch(es)		_____
Accessory Buildings		_____
Total Impervious Surfaces		_____

**EXTERIOR MATERIALS**

**Paint sample chips of all exterior colors, small roofing sample, small siding, small brick or stone samples must be submitted to the QHARC with the plans and required forms.)**

	Manufacture	Style	Color
• Brick/Stone	_____	_____	_____
• Grout	_____	_____	_____
• Stucco	_____	_____	_____
• Siding	_____	_____	_____
• Windows	_____	_____	_____
• Roof	_____	_____	_____
• Chimney	_____	_____	_____

	Paint Manufacture	Color (name/number)
Door: front	_____	_____
Side/rear	_____	_____
Garage	_____	_____
Trim	_____	_____
Shutters (hinged)	_____	_____
Gutters	_____	_____
Siding	_____	_____
Shakes	_____	_____



Other Materials-Description/Color

Terrace

Front Entry Stairs

Walks

Driveway

Walls & Screens

Deck/Railing

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**Appendix B**

**Queens Harbor**

**Building Construction Application and Agreement** 3/15/16

REV 3/25/21

Date: \_\_\_\_\_

Lot: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

License No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Approval is hereby granted to the above-named Builder and Owner, as authorized by the Queens Harbor Architectural Control Committee (the "QHARC") to install landscaping and construct a residence and other improvements on the above property (such installation and construction being referred to herein as the "improvements"), subject to the following conditions:

- 1) The person(s) above as Owner is/are all of the owners, in fee simple, of the property described above. Builder is the general contractor hired by Owner to construct the Improvements, and hereby represents to Owner and to the QHARC that he is properly licensed to construct the Improvements.
- 2) Owner and Builder have received copies of and have read and understand the Declaration of Covenants, Conditions, and Restrictions for the Queens Harbor subdivision and any applicable amendments (the "Restrictive Covenants") and the Architectural Review Guidelines (the "Design Guidelines"). Owner and Builder agree to comply with the requirements of the Restrictive Covenants and Design Guidelines in connection with the construction of the Improvements.
- 3) All Improvements shall be constructed in accordance with the plans and specifications which Owner and Builder have submitted to the QHARC, and which have been approved by the QHARC. Owner and Builder agree to complete the Improvements within one (1) year of commencement of the Improvements as stated in the Restrictive Covenants or some other date of completion has been agreed upon in writing. The date of completion for this one (1) year deadline shall be the date Owner or Builder obtains a final satisfactory inspection of the property. The QHARC shall have sole and unfettered discretion in connection with granting or denying extensions of time for completion. The QHARC's granting or denying an extension in any particular case shall not constitute a waiver of QHARC's right to grant or deny an extension in any other case.
- 4) All requests for revisions to exterior materials must be submitted prior to the use or installation of such revised materials. The unapproved use or installation of unauthorized exterior materials will result in forfeiture of the total Owner Deposit described in Paragraph 8 below. In addition, the unapproved use or installation of unauthorized exterior materials will result in the immediate suspension of the review and approval process of all plans and specifications, which Builder may have submitted to the QHARC as to any property in Queens Harbor, until such time as the unauthorized materials have been removed.
- 5) Notification of any violations of this Agreement, the Restrictive Covenants, or the Design Guidelines will be sent to the Builder and Owner, defining those violations. Upon notification, the Builder/Owner agree to cease construction of the Improvements until such violations have been removed. Neither the QHARC, the Queens Harbor Homeowners Association or Keystone Contractors, Inc., nor any of their employees or agents shall be liable for any expenses or damages incurred by Owner or Builder due to the cessation of construction because of sec violations.

- 5) Owner agrees to install landscaping according to approved landscaping plans. The Owner shall request a final inspection when the landscaping has been installed and shall correct any discrepancies between the approved plans and the installed landscape.
  
- 6) The Builder agrees to protect all adjoining street rights-of-way, adjacent properties and common areas. If such properties are damaged, Builder will restore all damaged property to its original state, subject to the approval of the QHARC, and Owner. In addition, Builder agrees to maintain the work site in clean and orderly condition during construction and shall not cause or allow trash and/or debris to accumulate on the property or anywhere within Queens Harbor. If after notification by the QHARC that these conditions have not been maintained, and the same unacceptable condition is not remedied within five (5) days, then Builder/Owner will be fined. In the event of Builder's failure to perform such restoration and/or cleanup within ten (10) days of being notified, Owner and Builder hereby agree that the QHARC, Queens Harbor Homeowners Association, or Keystone Contractors, Inc., may perform such restoration and/or cleanup, charging Owner for the cost thereof.
  
- 7) In order to ensure compliance with the conditions of this Agreement, the Declaration and the Guidelines, Owner shall provide a cash construction bond of \$2,500.00 (the "Bond"). The Bond shall be held by the QHARC in an account until construction of the Improvements is completed and any discrepancies identified at final inspection have been corrected. Any monies paid by the QHARC, Queens Harbor Homeowners Association, Inc. (i) to correct changes not approved by the QHARC, (ii) to repair damages to adjacent property or common areas, or (iii) to clean up the job site or other construction debris, will be deducted from the Bond, as will fines which may be assessed against the lot for violations, as set out in the attached Schedule. Owner agrees to replenish the Bond to the original amount upon notification that the account balance is \$1,000.00 or less. Builder agrees to cease construction if the Bond is not replenished within seven days of notification to the Owner. Any principal funds remaining in the account following final inspection and any deductions authorized under this paragraph will be returned to the Owner, less \$1,000.00 which will be placed in the Queens Harbor HOA's road fund. As construction Bonds are paid to the Queens Harbor Homeowner's Association, they shall be maintained in a separate account by the Queens Harbor Homeowner's Association, but may be commingled with other such deposits paid to the Queens Harbor Homeowner's Association by other owners in Queens Harbor.

- 8) Owner and Builder agree to notify the QHARC of any changes of lot ownership or Builder of the Improvements. In the event of any such changes, a new Agreement must be executed before work may continue on the improvements.
- 9) This Agreement constitutes approval by the QHARC only and does not constitute an approval or permit required by any governmental entity or agency having authority over the work proposed on the above referenced lot.
- 10) Builder agrees to notify his employees, agents and sub-contractors of the provisions of this Agreement, and acknowledges that they shall be bound by the provisions of this agreement. Builder and Owner shall be responsible for the conduct of their employees, agents and subcontractors.
- 11) The QHARC has the right to have its agents enter and inspect the property from time-to-time and without prior notice, in order to verify that construction of the Improvements is proceeding in accordance with this Agreement, the Restrictive Covenants, and the Design Guidelines, and to make such remedial maintenance and repairs authorized under this agreement.
- 12) Owner agrees to pay all attorney fees and other associated costs incurred by the QHARC, Queens Harbor Homeowners Association, and Keystone Contractors, Inc. that result from violations of this agreement, and the Restrictive Covenants and Design Guidelines applicable to the above development.

This Application Agreement made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ (seal) \_\_\_\_\_ (seal)  
 Owner Builder/Contractor

\_\_\_\_\_ (seal)

## **Appendix C**

### **Queens Harbor Rules for**

#### **Contractors, Owners and Service Personnel for Residence** 3/14/16

Date: \_\_\_\_\_

The following rules apply to all building contractors, owners and service personnel. Questions or concerns may be directed to the QHARC.

- 1) Contractors are required to keep the job sites neat and clean. If trash and debris becomes a noticeable problem, notification to the responsible party will be given by the HOA Office to clean up the site. If this notice does not bring acceptable action within 5 days, then the Queens Harbor HOA may remove the debris at the property owner's expense. Use of adjacent lots is not permitted unless the adjacent lot owner grants written permission.
- 2) Proper erosion control is the responsibility of the contractor. Adequate silt fencing, gravel at the entry drives and other erosion control measures must be properly installed and maintained. The streets shall be kept free of mud, silt and debris from erosion.
- 3) Contractors will use only the utilities provided at the site on which they are working. It is the property owner/contractor's responsibility to have all utilities activated.
- 4) Portable toilets are required and are the responsibility of the contractors. They are to be located off the right-of-way.
- 5) Vehicles are to be parked on the site on which the contractor is working. No vehicles, (cars, trucks, vans, etc.) may be left in Queens Harbor overnight. Construction equipment may be left on the site while needed but must be kept off the street.
- 6) Washing of any truck or vehicle on the street is not permitted. Any washing of concrete delivery trucks must be on the construction site.
- 7) The contractor must clean up spills of damaging materials. (Please report spills to Queens Harbor HOA as soon as possible.) Clean ups done by Queens Harbor personnel will be charged to the responsible party.

8. The established speed limit within the community is 25 miles per hour for all vehicles, unless otherwise posted.
9. Damages to streets, curbs, drainage inlets, street lights, street markers, walls or other Queens Harbor property will be repaired by the Owner/Contractor and if it is not repaired in an acceptable manner within a reasonable timeframe, then the Queens Harbor HOA will cause the repairs to be made and will bill the Owner and Contractor.
10. It is the responsible party's obligation to immediately report to the HOA office any cutting of water, telephone, cable TV, electrical or any other utility lines.
11. Loud radios or noise will not be allowed within the community. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction.
12. Only bonafide workers are allowed on the property. Spouse and family members may drive workers to the site and pick them up, but must not remain on the property unless they are employees of the contractor.

**Notification of violation** will be sent to the responsible party and property owner defining those items not in compliance with the rules and regulations. Upon receipt of the notification, the involved parties must correct the violation or Queens Harbor HOA will take the necessary actions to correct the violation. Those actions could include charging the property owner for the corrections done by Queens Harbor HOA, withholding project approval for construction, or denying the entry to the contractors and personnel.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Contractor

By: \_\_\_\_\_

Owner

By: \_\_\_\_\_

## Appendix D

### Queens Harbor Architectural Control Committee Schedule of Fines

3/14/16

Date \_\_\_\_\_

Littered site - Non-compliance after first notice	\$100
Parking of vehicles or equipment on adjacent property without Written permission from owner -Non-compliance after first notice	\$100
Any work requiring ARC approval which is started on any lot without said approval.	\$500
Contractors or sub-contractors working outside of permitted hours.	
1 <sup>st</sup> Notice - No Fine	
2 <sup>nd</sup> Notice - \$100	
3 <sup>rd</sup> Notice - \$250	
4 <sup>th</sup> Notice - \$500	
Further work in Queens Harbor for all subcontractor's fines will be charged to their primary contractor.	
Unauthorized removal of trees (per tree)	\$250*

\*Fine plus cost to clean up and/or repair, as applicable

- Fines will be assessed by the Queens Harbor Homeowners Association
- Uncollected fines are subject to legal action as necessary, including liens



**Appendix E**

**Queens Harbor Fencing Application and Agreement**

5/18/16

Rev. 1/11/20 (E)

Rev. 7/30/2020 (E)

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Phase: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_

Anticipated Finish Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

**Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Builder/Contractor's Name:** \_\_\_\_\_

License No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Style of Fencing: \_\_\_\_\_

Height of Fencing: \_\_\_\_\_ Material Used: \_\_\_\_\_

Mfr. \_\_\_\_\_ Color \_\_\_\_\_ # \_\_\_\_\_

**Notice to Applicants:**

1. Homeowner and Builder/Contractor have reviewed and understand the most recently revised version of the *ARC Design Review Guidelines* before submitting this application.
2. Any work started prior to receiving approval and/or permits is a violation of the Design Review Guidelines and will result in up to a \$500.00 fine by the ARC.
3. All ARC applications that include any kind of excavation whatsoever are required to have a utility mark-out to prevent damage to any underground utilities.
4. All fences will be a picket style fence. Space between pickets shall be between 1.5 to 3.5 inches. Pickets width shall be no greater than 3.5" wide. The acceptable materials for fencing will be iron, aluminum and vinyl. The color for fences shall be either black or white.
5. All fences and landscaping shall be in accordance to Section 4.5 of the Queens Harbor Design Review Guidelines.
6. Fences shall be oriented so that the posts, rails and braces face into the property and the finished side or pickets face the street or adjacent neighbor.
7. Fences shall not be placed in any drainage, access or utility easement that is shown on the recorded plat.
8. Fences in wetlands areas should be built high enough off ground so that it does not block, obstruct, or otherwise impede the wetlands drainage flow on his or adjoining lots.
9. The property corners shall be located, and the fence must be constructed inside the property line.
10. Please check with the zoning department in Onslow County for all required permits.

Applications should be submitted and emailed to the ARC Chairman. Questions in reference to the Design Review Guidelines should be submitted to ARC Chairman.

**General Description or Proposed Change:**

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The following rules apply to all building contractors, owners and service personnel. Questions or concerns may be directed to the QHARC.

1. Contractors are required to keep the job sites neat and clean. If trash and debris becomes a noticeable problem, notification to the responsible party will be given by the HOA Office to clean up the site. If this notice does not bring acceptable action within 5 days, then the Queens Harbor HOA may remove the debris at the property owner's expense. Use of adjacent lots is not permitted unless the adjacent lot owner grants written permission.
2. Proper erosion control is the responsibility of the contractor. Adequate silt fencing, gravel at the entry drives and other erosion control measures must be properly installed and maintained. The streets shall be kept free of mud, silt and debris from erosion.
3. Contractors will use only the utilities provided at the site on which they are working.
4. Vehicles are to be parked on the site on which the contractor is working. No vehicles, (cars, trucks, vans, etc.) may be left in Queens Harbor overnight. Construction equipment may be left on the site while needed but must be kept off the street.
5. Washing of any truck or vehicle on the street is not permitted. Any washing of concrete delivery trucks must be on the construction site.
6. The contractor must clean up spills of damaging materials. (Please report spills to Queens Harbor HOA as soon as possible.) Clean ups done by Queens Harbor personnel will be charged to the responsible party.
7. The established speed limit within the community is 25 miles per hour for all vehicles, unless otherwise posted.
8. Damages to streets, curbs, drainage inlets, street lights, street markers, walls or other Queens Harbor property will be repaired by the Owner/Contractor and if it is not repaired in an acceptable manner within a reasonable timeframe, then the Queens Harbor HOA will cause the repairs to be made and will bill the Owner and Contractor.
9. It is the responsible party's obligation to **immediately** report to the HOA office any cutting of water, telephone, cable TV, electrical or any other utility

lines.

10. Loud radios or noise will not be allowed within the community.
11. Only bonafide workers are allowed on the property. Spouses and family members may drive workers to the site and pick them up, but must not remain on the property unless they are employees of the contractor.

**Notification of violation** will be sent to the responsible party and property owner defining those items not in compliance with the rules and regulations. Upon receipt of the notification, the involved parties must correct the violation or Queens Harbor HOA will take the necessary actions to correct the violation. Those actions could include charging the property owner for the corrections done by Queens Harbor HOA, withholding project approval for construction, or denying the entry to the contractors and personnel.

Additional information required to support application:

\_\_\_\_\_ Photographs of fence style

\_\_\_\_\_ Samples, photos or catalog pictures of proposed material

\_\_\_\_\_ Site Plan/survey (drawn to scale, showing exact fence or dog house and setbacks from property line)

\_\_\_\_\_ Landscape plan demonstrating compliance with ARC minimum standards, if any.

\_\_\_\_\_ Application fee of \$50.00. Check made payable to Queens Harbor HOA.

To my knowledge, this request meets all the applicable requirements and I understand any modifications from the submitted application will require resubmission to QHARC.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

THE COVE AT QUEENS HARBOR  
FENCE APPLICATION TIPS

1. Fully review the most current ARC guidelines and requirements.
2. Have property surveyed if not already done. Tell your surveyor that you are looking to have a fence installed and ask the surveyor to place stakes in the ground to mark a fence line 2-4” (or 4 ft., depending on homeowner’s preference) from the property line.
3. Contact fence installation company. Have fence company measure your “fence” lines marked by surveyor and have the fence company transpose those measurements onto your survey for accuracy purposes and to avoid any issues with wedges or encroachments onto other lots.
4. Fill out completely the ARC application – Appendix E (include all 4 pages) for fences and include the following:
  - a. Include your survey and the measurements transposed by your fencing company.
  - b. Include all gate locations on your survey and gate sizes on your survey (if fencing company did not include it) .
  - c. Include an explanation into your reason for having a fence (Ex. Dog, small children, etc.)
  - d. Include photos of any trees that will be removed in order to install your fence. If trees need removing, the Board needs photos, tree type, location of the tree indicated on your survey, diameter, and reason for removal (Ex. Rotting, leaning, in fence line, etc.)
  - e. Fences that come off the back corner of the house and parallel the street do not need landscape design plans. Fences coming off any other point along the side of the home will need a landscape design plan submitted with the application.
    - i. Landscape design plans need the type of plant to be used, photos of the plant in its full maturity, gallon size of the plant, and location of plant on the survey.
    - ii. Please note the types of plants that are preferred in the ARC guidelines. Selection of preferred plant types will expedite the approval process.
  - f. Include in your application the fence type (black aluminum), the manufacturer, the size, and photos of the type that will be used.
  - g. Include the application fee.
5. If you make any edits to your application, or the Board requests a change to part of your application, please do not resubmit just that part of the application. Resubmit the application as a whole complete package each time a modification or edit is made. This will expedite the review process.
6. Go over the checklist in the ARC application prior to submitting. If you are unable to submit a complete package, please wait until you have all information before submitting. Submitting applications piecemeal, will only delay the process or solicit a denial until a complete application is provided.

- The fence dimensions were imposed on the site plan. The applicant did not provide the information requested.
- The wedges create areas that cannot be maintained without access to adjacent property. If the adjacent owners install a fence on the property line, it will also be unsightly. Fences are permanent fixtures.
- The site plan shows the wedge and the encroachments onto the adjacent property and/or the drainage easement.
- The Board will be liable for permitting fences that will encroach. The DRG and Fence Application is specific about what is required for fence application approval. The application and site plan provided by the applicant will have sufficient information to verify the fence location in the future. The information requested is the minimal needed for me evaluate an application (4-page application with exhibits and an accurately scaled site plan).
- The fence application will be a short approval process with the correct information.
- The homeowner is not required to have landscaping for the fence, unless the fence is move closer to the front of the house.
- The manufacture should provide the owner with the specification and the warrantee for the fence.

**Appendix F Rev. 7/30/2020**

**Queens Harbor Shed/Deck/Patio/Pool/Gazebo/Dock/**

**Driveway Extension Application**

3/15/16

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Phase: \_\_\_\_\_ Anticipated start Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ **Builder/Contractor's Name:** \_\_\_\_\_

\_\_\_\_\_ License No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Submittal \_\_\_\_\_ Shed \_\_\_\_\_ Deck \_\_\_\_\_ Patio \_\_\_\_\_

Gazebo \_\_\_\_\_ Dock \_\_\_\_\_ Pool \_\_\_\_\_ Drive way Extension \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



The following rules apply to all building contractors, owners and service personnel. Questions or concerns may be directed to the QHARC.

1. Contractors are required to keep the job sites neat and clean. If trash and debris becomes a noticeable problem, notification to the responsible party will be given by the HOA Office to clean up the site. If this notice does not bring acceptable action within 5 days, then the Queens Harbor HOA may remove the debris at the property owner's expense. Use of adjacent lots is not permitted unless the adjacent lot owner grants written permission.
2. Proper erosion control is the responsibility of the contractor. Adequate silt fencing, gravel at the entry drives and other erosion control measures must be properly installed and maintained. The streets shall be kept free of mud, silt and debris from erosion.
3. Contractors will use only the utilities provided at the site on which they are working.
4. Vehicles are to be parked on the site on which the contractor is working. No vehicles, (cars, trucks, vans, etc.) may be left in Queens Harbor overnight. Construction equipment may be left on the site while needed but must be kept off the street.
5. Washing of any truck or vehicle on the street is not permitted. Any washing of concrete delivery trucks must be on the construction site.
6. The contractor must clean up spills of damaging materials. (Please report spills to Queens Harbor HOA as soon as possible.) Clean ups done by Queens Harbor personnel will be charged to the responsible party.
7. The established speed limit within the community is 25 miles per hour for all vehicles, unless otherwise posted.
8. Damages to streets, curbs, drainage inlets, street lights, street markers, walls or other Queens Harbor property will be repaired by the Owner/Contractor and if it is not repaired in an acceptable manner within a reasonable timeframe, then the Queens Harbor HOA will cause the repairs to be made and will bill the Owner and Contractor.

9. It is the responsible party's obligation to **immediately** report to the HOA office any cutting of water, telephone, cable TV, electrical or any other utility lines.
10. Loud radios or noise will not be allowed within the community.
11. Only bonafide workers are allowed on the property. Spouses and family members may drive workers to the site and pick them up, but must not remain on the property unless they are employees of the contractor.

**Notification of violation** will be sent to the responsible party and property owner defining those items not in compliance with the rules and regulations. Upon receipt of the notification, the involved parties must correct the violation or Queens Harbor HOA will take the necessary actions to correct the violation. Those actions could include charging the property owner for the corrections done by Queens Harbor HOA, withholding project approval for construction, or denying the entry to the contractors and personnel.

Homeowner has reviewed and understands the most recently revised version of the *ARC Design Review Guidelines* before submitting this application.

1. Any work started prior to receiving approval and/or permits is a violation of the Covenants and Restrictions and/or Design Review Guidelines and will result in a \$500.00 fine by the ARC.
2. All ARC applications that include any kind of excavation whatsoever are required to have a utility mark-out to prevent damage to any underground utilities.
3. Please provide a subsequent purchaser of your home a copy of this executed application. Please check with the zoning department in Onslow County for all required permits.

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Additional information to support application:

Photographs (of similar structure, if available).

Samples, photos or catalog pictures of proposed material.

Site Plan/Survey (drawn to scale, showing location & dimensions of existing & proposed structure with setbacks denoted). The Site Plan must be prepared by a professional and show the Built Upon Area (BUA). Refer to the Covenants for the allowed (BUA).

Landscaping plan demonstrating compliance with ARC minimum standards if any. Set of Plans including elevation drawings.

Shed and/or accessory structures plan will be draw to scale that shows in detail that the structure meets architectural standards.

Paint/Stain Colors      Mfr: \_\_\_\_\_ Color: \_\_\_\_\_ No. \_\_\_\_\_

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(Existing paint colors on home/appurtenant structures should identically match, including windows, doors, trim, overhang, shingles, etc.)

\_\_\_\_ Application fee of \$50.00. Check made payable to Queens Harbor ARC.

To my knowledge, this request meets all the applicable requirements and I understand any modifications from the submitted application will require resubmission to ARC.

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Owner's Signature

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Date



**Appendix G** Rev. 7/30/2020

**Queens Harbor Tree Removal/Landscaping Alterations Application**

3/14/16

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Phase: \_\_\_\_\_ Anticipated start Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_ Tree Contractors Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Notice to Applicants:**

1. Homeowner and Contractor have reviewed and understand the most recently revised version of the ARC *Design Review Guidelines* before submitting this application. See rules for contractors on last page.
2. Any work started prior to receiving approval and/or permits is a violation of the *Design Review Guidelines* and will result in a \$50.00 fine by the ARC.
3. Trees are approved for removal based on guidelines described in *Paragraph 3.3 Landscape Design* of the *Design Review Guidelines*.

The following rules apply to all building contractors, owners and service personnel. Questions or concerns may be directed to the QHARC.

1. Contractors are required to keep the job sites neat and clean. If trash and debris become a noticeable problem, notification to the responsible party will be given by the HOA Office to clean up the site. If this notice does not bring acceptable action within 5 days, then the Queens Harbor HOA may remove the debris at the property owner's expense. Use of adjacent lots is not permitted unless the adjacent lot owner grants written permission.

2. Proper erosion control is the responsibility of the contractor. Adequate silt fencing, gravel at the entry drives and other erosion control measures must be correctly installed and maintained. The streets shall be kept free of mud, silt, and debris from erosion.
3. Contractors will use only the utilities provided at the site on which they are working.
4. Vehicles are to be parked on the site on which the contractor is working. No vehicles, (cars, trucks, vans, etc.) may be left in Queens Harbor overnight. Construction equipment may be left on the site while needed but must be kept off the street.
5. Washing of any truck or vehicle on the street is not permitted. Any washing of concrete delivery trucks must be on the construction site.
6. The contractor must clean up spills of damaging materials. (Please report spills to Queens Harbor HOA as soon as possible.) Clean ups done by Queens Harbor personnel will be charged to the responsible party.
7. The established speed limit within the community is Twenty-Five (25) miles per hour for all vehicles, unless otherwise posted.
8. Damages to streets, curbs, drainage inlets, streetlights, street markers, walls or other Queens Harbor property will be repaired by the Owner/Contractor and if it is not repaired in an acceptable manner with reasonable timeframe, then the Queens Harbor HOA will cause the repairs to be made and will bill the Owner and the Contractor.
9. It is the responsible party's obligation to **immediately** report to the HOA office any cutting of water, telephone, cable TV, electrical or any other utility lines.
10. Loud radios or noise will not be allowed within the community.
11. Only bonafide workers are allowed on the property. Spouses and family members may drive workers to the site and pick them up but must not remain on the property unless they are employees of the contractor.

**Notification of violation** will be sent to the responsible party and property owner defining those items not in compliance with the rules and regulations. Upon receipt of the notification, the involved parties must correct the violation or Queens Harbor HOA will take the necessary actions to correct the violation. Those actions could include charging the property owner for the corrections done by Queens Harbor HOA, withholding project approval for construction, or denying the entry to the contractors and personnel.

**General Description or Proposed Change:**

1. You may describe specific tree(s) to be evaluated:(for example, "pine tree in front deck with red ribbon," or "oak tree with dead top near the right rear corner of house." Please state the circumference and why you are requesting the removal.)

2. If application is for landscaping alterations, please describe:

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Additional information to support application:

\_\_\_\_\_ Photographs-if helpful in application

\_\_\_\_\_ Site Plan/Survey (location of tree(s) on property to be removed) or site plan showing additional landscaping alterations.

\_\_\_\_\_ Application fee of \$50.00. Check made payable to Queens Harbor ARC.

To my knowledge, this request meets all the applicable requirements and I understand any modifications from the submitted application will require resubmission to ARC.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date





# QUEENS HARBOR

## GAZEBO AND DOCK ACCESS CARD AGREEMENT

I (we), \_\_\_\_\_, the undersigned, have read, understand, and agree to the terms and conditions of this agreement regarding my (our) rights and responsibilities regarding use of the gazebo and dock facilities at Queens Harbor Swansboro, NC. By my signature, I affirm my compliance with the following rules and further understand:

- a) Initially, two (2) cards will be issued per home for the use of the homeowners at no charge. The owner may opt to purchase additional cards at a cost of \$100 per card.
- b) The Gazebo and Dock area are for daytime use only seven days a week. Hours of Operation will be from sun up to sun down. The entry gate will be programmed as such for daytime hours only. The gate will not open after hours. Local Law Enforcement, Fire Department, and Emergency Medical Services will be given a code for the access to the facility.
- c) If a parent chooses to allow a minor to use the card/facilities, the parent/owner remains responsible for the behavior of the minor, and is also responsible for any damages or liabilities incurred by the minor. (Note, as each card is individually keyed with a unique identification code, it is easy to determine which cards were used to access the facilities at the time of any damage, and this will be used in any assessment of penalties.)
- d) In the event of inappropriate behavior, failure to remain current with association fees, or failure to compensate the Association for any damages or liabilities, Queens Harbor Board of Directors, after completion of due process, has the right to revoke privileges for use of the gazebo and dock and can deactivate the access card. Pending satisfactory resolution of the issue, the access card will be re-activated.
- e) Having, as an owner, an undivided interest in the gazebo and dock facilities (Common Areas), it is the responsibility of each owner to report any negligent or dangerous behavior, damage or vandalism to the Board of Directors and Onslow County Sheriff's Department.
- f) As there are no lifeguards or attendants present, ANY use of the facilities is ENTIRELY AT THE USER'S OWN RISK and the users assume the risk of any resulting consequences. Parents are responsible for the safety of their children and are expected to keep the access card secure and to be aware of its use.

g) In the event of a loss of a card, it is the owner's responsibility to report such loss to a member of the Board of Directors within 24 hours of noticing such loss. Failure to do so will result in the owner being held responsible for any damages caused at the gazebo and dock when the card in question was used to access the facilities.

h) Lost cards shall be replaced through the Board of Directors at a cost of one hundred dollars (\$ 100.00). It is the homeowner's responsibility to inform the Board of Directors of a lost gazebo and dock access card so that it can be deactivated.

i) I/ we have received a copy of the Gazebo and Dock Use Rules and Regulations and agree to comply with them.

Owner's Name:

Telephone:

Owner's Signature:

Date:

Address:

Witnessed:

Date:

\*\*\* NOTE: Access cards remain the property of the association and are to be returned to a Member of the Board in case of sale/transfer of property.

# Queens Harbor HOA Gazebo Access Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact#: \_\_\_\_\_

Date of event: \_\_\_\_\_

Approximate number of people: \_\_\_\_\_

Time of use; \_\_\_\_\_

Food/beverage: \_\_\_\_\_

Entertainment proposed: \_\_\_\_\_

Expected noise level: \_\_\_\_\_

Preparation time requires: \_\_\_\_\_

Number of parking spaces reserved \_\_\_\_\_

I/we the undersigned homeowner agrees to have the dock/gazebo area cleaned,  
with the garbage disposed of, by 10:00 AM the day following my event.

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Homeowners signature

Homeowners signature