

# **Sanderling Home Association**

## **Architectural Guidelines Policies and Procedures**

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# **SANDERLING HOMES ASSOCIATION, INC.**

## **ARCHITECTURAL GUIDELINES, POLICIES AND PROCEDURES**

### **Definitions**

<b>Association or SHA</b>	Sanderling Homes Association, Inc.
<b>Committee or ACC</b>	Architectural Control Committee.
<b>Contractor</b>	The Builder, his employees and subcontractors, and all others engaged by and performing design and/or construction services on behalf of the Owner.
<b>Declarations</b>	The Declaration of Covenants, Conditions and Restrictions as recorded in the Dare County Registry as they pertain to all properties encompassing the Sanderling Homes Association, Inc.
<b>Owner</b>	The Property Owner or Owners of record.
<b>Plans</b>	Construction drawings, specifications, schedules, surveys, elevations and any related documents required by the ACC.
<b>Manager</b>	The SHA Property Manager.
<b>Guidelines</b>	These Architectural Guidelines, Policies and Procedures.
<b>CAMA</b>	Coastal Area Management Act

### **Section I - Purpose**

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Define the basic requirements governing building, remodeling or expansion of any structures and or the modification of land for that purpose and to maintain the quality of the community and surrounding vegetation.

### **Section II - Submission Procedures**

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The following submission requirements apply to all existing houses, exterior renovations, relocations, tear downs, and new structures.

#### A. Preliminary Design Review

1. The purpose of this initial review is to identify obvious design and material issues that are not in compliance with the Guidelines. By Identifying these issues prior to the Final Submission it may eliminate major costly revisions to final drawings and to save valuable time and expense for the Owner.

2. The Owner shall submit four (4) copies of the following items to the Manager. Once these documents are received, the ACC will begin its 14 day Design Review process and the Manager will notify the 5 nearest Homeowners if the construction is a new home or addition.

**Four sets of Plans which include the following items to ¼ scale**

- a. Floor plans and must include under roof sq. ft.
  - b. Elevations with all materials and roof pitches noted.
  - c. Building sections with heights.
3. Modifications required by the ACC shall be incorporated into the Plans before the Final Submission Review can begin.

**B. Final Submission Review**

1. The Owner shall submit four (4) copies of the following items to the Manager. Once these documents are received and the Lot Stakeout and Stringing is complete the ACC will begin its formal 30 Day review process.

**Four sets of Plans which include the following items to ¼ scale**

- a. Floor plans drawn to ¼ scale and must include under roof sq. ft.
  - b. Elevations with all materials and roof pitches noted.
  - c. Building sections with heights.
  - d. Specifications of exterior materials.
  - e. Site plan; included erosion control and lot coverage calculation
  - f. Siding sample, if other than cedar shakes
  - g. Stain and trim color samples.
  - h. Landscaping include: tree removal and replacement.
2. Lot Staking and Stringing of the following are required:
    - a. Stakes shall be placed to indicate the corners of property lines and the proposed building corners, stairs and decks, docks boardwalks and piers.
    - b. Septic system (tank and field)
    - c. Stakes shall indicate the driveway, parking and the driveway opening to the street.
    - d. Stakes, string and tag plant material to indicate any other areas not noted above that will be removed.
    - e. **No clearing or modification to the site including vegetation removal or fill, may occur without the written approval of the ACC.**

### C. Approval

1. All projects must receive written approval from the ACC before application is made for any applicable town, county, or CAMA building permits.
2. Once the ACC finds that the Plans conform to the Architectural Guidelines, and including any changes requested by the ACC, a letter of approval will be given for the proposed construction to begin.
3. All letters of approval shall be addressed to the Owners. Others submitting for the Owner shall list Owner's complete name and mailing address. The Owner has the responsibility to notify the Contractor of approval or disapproval.
4. Approval of a project shall be valid for 1 year only. Extensions may be given at the discretion of the ACC.
5. Approval will be withheld if assessment due to the Association is delinquent.
6. One final set of project Plans will be retained by the Manager.

### D. Inspections

1. There will be periodic inspections of the project by an ACC member during construction to ensure compliance with approved plans. No changes to the submitted Plans may be made during construction without the approval of the ACC.
2. If, in the sole discretion of the ACC, the construction is not in compliance with these Guidelines or approved plans, the Owner shall be obligated to make corrections to bring the project into compliance with the Guidelines.
3. A final inspection of the completed project will be conducted to verify that work has been done in accordance with the approved submission

### E. Failure to Comply

1. **Failure to observe the Architectural Guidelines and the ACC's recommendations will result in the matter being referred to the SHA Board of Directors for appropriate legal action.**

## Section III - Design Guidelines

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### A. Design Philosophy

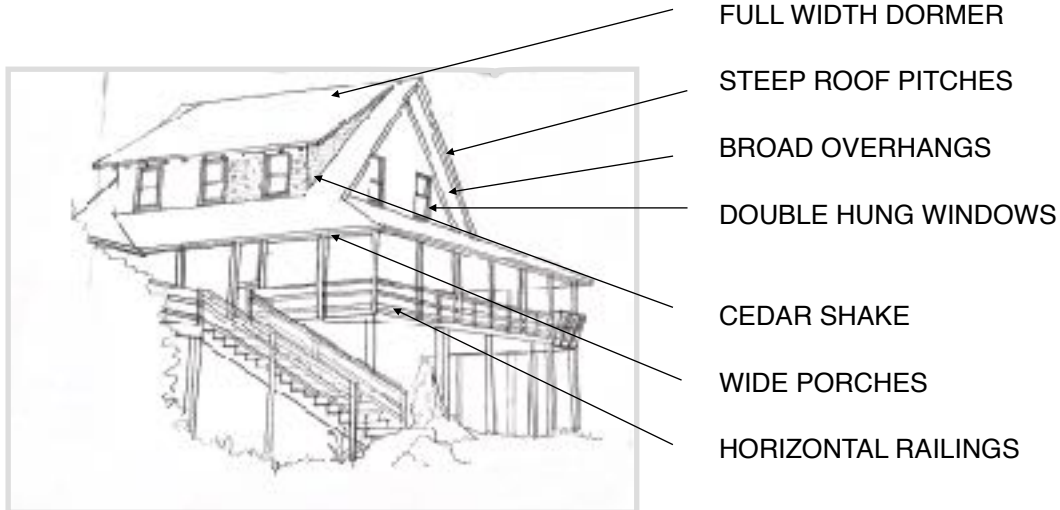
Sanderling is a very early example of an environmentally sensitive community design and a rarity for a coastal community in the 1970s. The narrow road network was designed to meander around existing vegetation, minimize run off and incorporated two ponds into the fabric of the community. This sensitivity to the fragile nature of a barrier island and protecting the natural environment is our communities foundational philosophy and has made Sanderling the green jewel of the Outer Banks.

### B. Style

The early summer inhabitants to the Outer Banks adapted their inland farm house design into what is know locally as the Nags Head Style. Because this style developed locally, in response to the harsh coastal environment, it was naturally adopted as the stylistic architectural theme of Sanderling. Materials for these houses were local timber indigenous to the nearby East Carolina mainland, pine, juniper, cedar, sometimes poplar, and cypress. Ornamentation was kept to a minimum.

Adherence to this design style is required, and any exceptions shall be at the discretion of the ACC.

#### THE ELEMENTS OF THE NAGS HEAD STYLE



## 1. Configuration, Shape, and Form

Simple rectangular or “L” shaped forms with steep roof slopes. Broad overhangs with exposed rafter tails and extensive porches characterize the overall form.

## 2. Similar Designs

Because of the desirability of maintaining a variety of unique designs within the overall appearance of the community, the building of similar designs on contiguous lots is not permitted.

## C. Roof Pitches and Overhangs

1. A minimum 7-1/2 / 12 roof pitch is the basic standard for all house designs at Sanderling. Steeper variation in roofline is desirable and encouraged.
2. Roof types shall be predominantly gable and hip roof, and may include dormer features, intersecting gable and hip configurations.
3. Extensions of the roof over decks to shade outdoor living areas are encouraged.
4. Broad 16” to 24” roof overhangs are encouraged, on the eaves and sides and are a key element of the Nags Head style.

## D. Roof Materials

1. Roofs may be asphalt / fiberglass shingle or cedar shake.
2. A heavy weight architectural shingle is recommended. Local building codes dictate the wind resistance required.
3. Roof colors must be earth tones and in keeping with the community and approved by the ACC. See attached color chart.
4. Any shingles added after the original construction must be an exact visual match in both color and shape or the roof must be re-shingled in its entirety.
5. Chemical washing of wood roof shakes/shingles shall be employed if there is any question about final match between existing and newly installed shakes/shingles.

## E. Windows

1. The minimum size window permitted is 2446 DH (i.e. 2'-4" x 4'-6" Double Hung) or equivalent; except for bathrooms and kitchens or as approved by the ACC on a case by case basis. Double Hung windows must be the predominate window type. Other window types will be permitted in limited bases at the discretion of the ACC.
3. Windows shall be white or bronze vinyl-clad or aluminum-clad. **Exterior frames must be consistent in color throughout the exterior of the house.**

F. Door and Window Trim

1. All windows and doors shall have surrounding, minimum 4" (nominal) trim. The trim material must be consistent and compatible with the siding material.

G. Shutters

1. Decorative (non-functional) shutters are not permitted. The use of "Hurricane" shutters must be submitted to the Committee for review as to size, shape, type and color.

H. Exterior Siding Types

1. Shake or Lap siding must be the predominate exterior material.
2. Combinations of cedar shakes and horizontal siding, typical of some old Life Saving Service Stations, will be reviewed on a case by case basis.
3. Cedar board and batten is permitted but must not be the predominate material.
4. Cedar or fir veneer plywood (4' x 8') is permitted but must not be the predominate material. The pattern must be approved by the ACC.
5. Diagonal siding is not permitted.
6. Any new siding added to the house after the original construction shall be an exact visual match to existing siding. Siding on an addition or repair, on contiguous wall surface, must lace into and match the existing siding. Unpainted cedar siding may require chemical washing or staining if there is any question about final match between new and existing siding. If an acceptable match between new and old cannot be obtained, the entire house must be re-sided.

I. Exterior Siding Materials Permitted

1. Cedar wood shakes, without corner boards, (wrapping the shake around the corners) is an important element of the Nags Head style and is encouraged.
2. Cedar Lap siding.
3. Fiber cement lap siding. The siding must have a prominent graining and must not be a smooth finish. Samples, photographs and specifications must be submitted to the ACC for approval. Fiber cement siding manufactured to look like shake siding is not permitted.
4. Composite wood lap siding. The siding must have a prominent graining and must not be a smooth finish. Samples, photographs and specifications must be submitted to the ACC for approval. Composite Siding manufactured to look like shake siding is not permitted.

J. Exterior Trim

1. All corner boards shall be a minimum of 4" (3 1/2" nominal) wide and must be consistent in material and application.



K. Lattice

1. Pilings shall be enclosed with 1x4 horizontal continuous treated wood lattice spaced 2 1/2" apart. Lattice shall extend to the bottom of the pilings and may not be pieced together.
2. The use of "basket weave" or diagonal lattice for any enclosure is prohibited.
3. Lattice is encouraged to screen heat pumps / HVAC units and propane tanks that stand outside the building perimeter. That lattice should extend 6" above the tallest equipment. Swinging gates/doors installed to close openings in the perimeter shall be constructed to maintain the appearance of the continuous horizontal lattice strips.
4. Latticework shall not be painted or stained
5. Any new lattice applied after the original construction shall match the existing lattice in size, spacing, and appearance. All latticework must be replaced if an addition exceeds 50% of the ground floor space of the existing house.

L. Exterior Colors

1. Exterior colors (for new or existing homes). See attached stain and paint chart. Due to the environment at the seashore, solid color stain is a better solution than paint. Paint often degrades and peels so that considerable scraping is required prior to re-painting, whereas stain usually does not.

M. Porches and Decks

Covered Porches are an integral part of the Nags Head Style and are highly recommended on the street facade.

1. Porches may be screened with full or partial screening.
2. Porches and decks on the second floor may not overhang the first floor without proper balance on the first floor. Pilings unbroken by a deck or porch, more than 1 story in height, are not permitted.
3. Perimeter benches are permitted, but not along the whole of one side.
4. Horizontal railings with horizontal pickets are the preferred railing design for the Nags Head Style. Spacing per local code.
5. Horizontal railings with vertical pickets are permitted. Vertical pickets shall terminate on the inside (toward house) of a bottom rail. Pickets can not attach to the deck or porch. **No diagonal or decorative pickets are allowed.**
6. Railings, decking, stairs and benches shall be constructed of pressure treated wood. Composite and clad materials are not permitted.
7. Decks, railings, and pilings may not be painted or stained.
8. Additions or alterations to any railings shall match the existing railings. If a new railing style is used, all deck railings shall be changed to match.
9. Open roof-top observation decks ("crow's nests") are not permitted.

10. Exterior spiral stairs to decks or porches are not permitted.

N. Chimneys

1. Chimney runs shall be framed and covered in materials that match the siding of the building. Exposed chimney pipe above the manufactured chimney cap shall be the minimum recommended by the manufacturer. Decorative chimney caps must be approved by the ACC.

O. Elevators

1. Elevators are permitted when they are completely enclosed. Elevators installed on the exterior of the building shall be covered in material that matches the building. They must be visually incorporated into the structure and not appear as freestanding elements.

P. Cargo Lifts

1. Cargo lifts are permitted with lattice screening at the base. Location shall be approved at the discretion of the ACC.

Q. Exterior Lighting

1. All exterior lighting fixtures should be full cut-off such that they direct all light downward not outward.
2. Low voltage down lights on driveways and walkways are permitted.
3. Floodlights are not permitted.
4. Lighting shall not intrude in any way on a neighboring property.

**Exterior Light / Bulb Guide**

Incandescent Wattage	LED Wattage	Lumens (Approx.)
60	6	800

R. House Name Signs

1. The only permanent signs permitted are to display ONLY the surname of the owners or the "house" name. These permitted signs are limited to a maximum size of 300 square inches and may be located no higher than the first floor railing height.

S. Size Limitations and Other Restrictions

Definitions

**Living Area:** Total of all heated and air conditioned space on all levels, with all measurements made to exterior walls.

**Deck Area** Total of all raised, covered and open decks above or at grade level outside footprint of house.

**Under Roof Space:** Total of all areas under the roof of the structure which are enclosed within the structure plus all covered extensions, porches, and decks. This includes heated and unheated space. Open areas under house are not included.

1. The **minimum total** Living Area shall be **1,200** square feet.
2. The **maximum total** Living Area shall be **3800** square feet for a three level house.
3. The **maximum total** Under Roof space shall be **4500** square feet for a three level house.
4. The **maximum total** Living Area for a one story (on pilings) house shall be **3000** square feet.
5. The maximum total of Deck Area shall be not more than **50 percent** of the total Living Area.
6. The **maximum total** lot coverage may not exceed **25 %**, including all impervious surfaces, including but not limited to concrete driveways and parking, and peat septic system containers. If lot coverage exceeds 25% then changes must be made in square footage or impervious surfaces to bring lot coverage into compliance. In the case of a platted shared driveway, coverage shall be allocated based upon the square footage of each respective lot.
7. **Ocean Front lots** are exempted from the requirements of Section B (6) above and will be required to comply only with the Town of Duck Zoning and CAMA regulations are. All other guidelines apply.
8. The maximum structure height from street level grade shall be **35 feet**. This measurement is to be taken from the site prior to the addition of any fill and in no case shall be higher than the road elevation nearest the site.

## Section IV – Site Guidelines

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### A. Building Orientation

1. Site house to take advantage of maximum privacy, views, and prevailing breezes. Side load garage configurations are encouraged. Porches to the south and southwest will shade the house and be protected from the north east winds.
2. The Committee has the absolute right to modify the siting of any house, or addition to an existing house, so that adjacent Owners will have maximum benefits of views and privacy.

### B. Siting the House

1. The Town of Duck Building Code requires that houses be 10' from the side lot lines and 25' back from the front lot line. In most cases, the house should be set back at least 20% of the lot length from the rear property line.
2. Houses on the oceanfront must observe the CAMA set back line as indicated on the recorded plat or Town of Duck requirements. Set back requirements for new construction or renovation on oceanfront lots cannot be closer to the ocean than the line formed by the existing homes.
3. Set back requirements for houses on sound front and lake front lots cannot be closer to the sound or lake than existing homes.

### C. Septic System

1. The septic drain field should be located so as to preserve as much vegetation as possible.
2. In no circumstances, may vehicles or machinery use adjoining lots during construction.

### D. Driveway and Parking

1. Each house must have a firm pervious driveway. The driveway may be pervious concrete or pea gravel. **Asphalt is not permitted.** Pea gravel is encouraged because of its water absorption properties.
2. Curved driveways are encouraged to maximize privacy and increase the natural appearance of the roadways.
3. Each house must have parking spaces as required by the Town of Duck Zoning Ordinance.

#### E. Extended Walkways and Dune Access

1. Walkways, dune decks, stairs or any other construction extending beyond limits of the beach house, shall be submitted for approval. The submission must include a Site Plan, Elevations and Details of all extended walkways and platforms.
2. Walkways to dunes shall generally follow the contour of the dune and shall be as low as possible to the natural terrain.
3. Railings on walkways shall be horizontal pickets.

#### F. Garbage Receptacles / Racks

1. Garbage can racks are not permitted.

#### G. Signage

1. No commercial signs are permitted. Temporary "For Sale" signs will be permitted as long as they are no larger than two square feet in size.

#### H. Numbered Posts

1. All house number posts are on the utility easement and are owned and maintained by the SHA. These posts may NOT be painted, stained, or decorated in any way.
2. The attachment of driveway reflectors to these posts is **prohibited**.

#### I. Gazebos, Hot Tubs, Outbuildings and Fencing

1. All structures detached from the house are prohibited. Including, showers, sheds, gazebos, hot tubs, at grade decks or any other type of detached structures.
2. Fences are prohibited except where property is separated from another subdivision.
3. **Hot Tubs require ACC approval. They are permitted on decks and are permitted at ground level but must be above grade, contained within the pilings, and not recessed.**

#### J. Mailboxes

1. Black mailboxes on 4x4 treated wood posts (unpainted and unstained) are the community standard. Decorative mailboxes are not permitted.

K. Swimming Pools

1. **Above grade, as well as in-grade swimming pools are not permitted.**

L. Temporary Structures

1. Free standing accessory buildings are not permitted. This includes but is not limited to storage sheds, dog houses, and playground equipment.
2. Temporary or permanent sound systems, microphones, amplifiers, speakers and similar sound and sound enhancement devices or systems are not permitted.
3. Temporary or permanent structures and equipment to facilitate events are not permitted. This includes but is not limited to, tents, canopies, coverings, enclosures or similar structures, catering equipment, bars, temporary lighting, banquet tables and chairs; except however, with respect to an Owner's temporary and personal use and provided the Owner is present throughout the use of such facilities, has notified the SHA beforehand, and shall be responsible for the subsequent removal of the above restricted items

## **Section V – Landscaping**

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A. Legal Restrictions

1. Landscaping Declarations:
  - a. No clearing or site work shall be commenced without the written approval of the ACC. (Article Four A, section (2) of the Declarations).
  - b. "Trees measuring three (3) inches or more in diameter, at a point two (2) feet above ground level, and any flowering trees or shrubs above five (5) feet in height may not be removed from the Properties without the written approval of the Association, unless located within ten (10) feet of a building, or site for building, or driveways and walkways located or to be located on any lot. Excepted here shall be damaged trees or trees which must be removed because of an emergency." (Article 4 (j) of the Declarations).
2. Town of Duck Requirements:

The Town of Duck requires a minimum of 15% vegetative canopy cover and preservation of trees and other vegetation. Please refer to Section 156.137 Town of Duck Code Ordinances, for canopy and other landscape requirements. Please refer to Ordinance 07-05, Appendix, for a list of desirable trees and their sizes, a list of undesirable trees that do not count toward canopy requirements, and a list of desirable native bushes and shrubs. ([www.townofduck.com](http://www.townofduck.com)).

B. General Guidelines

1. Clearing of lots is **NOT** permitted. Existing trees, shrubs, and vegetation shall not be disturbed except as approved and when necessary to construct an approved structure, driveway, or septic field.
2. A landscape plan is required for all new construction, remodeling, or other activity that disturbs the natural surroundings. No tall tropical palms are allowed. Irrigation sprinklers, if used, must have a rain sensor installed to prevent unnecessary watering during wet weather. This is also a Town of Duck requirement. The preferred method of irrigation is well water.
3. Topping of trees is **NOT** permitted.
4. It is the homeowner's responsibility, whether on or offsite, to make sure these guidelines are followed by any landscaping personnel.

## **Section VI – Construction**

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1. It shall be the responsibility of each owner to incorporate the Sanderling Homes Association's Regulations for Builders (refer to page 16) into his/her Agreement with the contractor. Copies are available from the Manager. These regulations cover all builder responsibilities, such as trash removal, signs, dog control, noise, damage to other lots, etc.

## **Section VII – Repairs and Repositioning**

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1. All routine and emergency repairs shall be in accordance with originally approved construction and shall visually match existing materials at the time of repair. Any modifications from the original construction must be submitted for approval.
2. The relocation of an existing structure on the Owner's lot, or any other lot in SHA, must be approved in advance by the Committee and shall be in complete compliance with the Guidelines.

## **Section VIII – Enforceability of Guidelines**

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1. The ACC will refer any Owner violations of these Guidelines to the SHA Board of Directors, only after exhausting all attempts to reach an amiable solution to a disagreement. The SHA Board is legally empowered to file suit against any Owner who does not comply after reasonable notice. In the event of conflict between these Guidelines and the Declaration, the Declarations shall prevail. Any non-enforcement of any portion of these guidelines does not constitute a waiver of any other portion of the guidelines in this document.
2. If any term, provision or condition of the Guidelines is deemed to be unenforceable by a government agency or a court of competent jurisdiction, such a finding shall not affect the enforceability of any remaining term, condition or provision of the Guidelines.

3. **Obligation of Subsequent Owner:** A subsequent purchaser of a cottage not in conformance with these Guidelines, but whose prior Owner was appropriately notified of the non-conformance by the ACC or the SHA Board, is obligated in the place of the prior Owner to conform with these Guidelines within 3 months' notice of non-conformance from either the prior Owner, the Architectural Control Committee or the Board of Directors of the Sanderling Homes Association.
4. This should include the enforcement procedures as part of this document.

## **Section IX – Interpretation of Guidelines**

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1. If the Owner has any question about the applicability or interpretation of the Guidelines and any addenda thereto, it is the Owner's responsibility to obtain the advice, guidance, and interpretation from the Architectural Control Committee before proceeding with any work on their property.
2. **These guidelines may not be changed or altered without review by the Sanderling Homes Association, Inc. Board of Directors.**

## **Section X - SHA Architectural Control Committee**

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Joseph C. Blakaitis, Chairman

Stephen McKenna, Member

Charlotte Lee Waldrop, Member



**REGULATIONS FOR CONTRACTORS**  
Sanderling, Dare County, North Carolina

The following requirements shall apply to all contractors involved in construction or demolition at Sanderling, their employees, their subcontractors, and to any person who visits the job site. A copy of these regulations **must be signed by the Contractor and the Owner** and returned to our **Manager** before the commencement of any site work.

General:

1. All activity by the Contractor shall be restricted to the lot on which they are building on. No vehicles shall cross dunes at any time. Beach access is restricted to pedestrians on boardwalks.
2. Delivery and storage of materials shall be confined to the building lot only.
3. Existing vegetation shall not be disturbed except as necessary to construct house, driveway, and septic field.
4. **Commercial signage by contractors and rental agencies is prohibited on the building site.**
5. A copy of these requirements shall be posted on the site at all times during the construction period.

Before beginning construction, Contractor shall provide:

1. A temporary drive in same location as the future permanent drive to ensure that ingress and egress is within the building lot only. There shall be no traffic, vehicular or pedestrian, on adjacent lots.
2. A dumpster shall be provided during construction.
3. Portable Toilets must be set back a minimum of 20 feet from edge of the street, in a location least visible from the street or neighboring homes, during the construction process.

During Construction:

1. Contractor shall be responsible for daily clean up of garbage, trash, boards, paper, cans, cartons, etc. Trash, shall be removed from the site on a weekly basis.
2. There shall be a weekly clean up and stacking of building materials by the builder.
3. No large quantities of trash shall lie on the site more than two weeks; therefore, there shall be periodic removal when necessary during construction.
4. During construction there shall be no unusually loud or disturbing noise created, which may disturb the peace and quiet of adjoining neighbors or residents. Loud radios are not permitted.

At end of Construction/Demolition:

Site shall be completely cleaned at end of construction and/or when building inspector gives occupancy permit, whichever is earlier.

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Contractors Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Owners Signature

\_\_\_\_\_

Date