



DESIGN REVIEW BOARD

DESIGN REQUIREMENTS AND GUIDELINES

EFFECTIVE
August 2021

Table of Contents

INTRODUCTION	5
DESIGN AND REVIEW BOARD PURPOSE	6
DESIGN AND REVIEW BOARD APPLICATION PROCEDURE	6
GUIDELINE NO. 1: Construction Checklist and Construction Standards	7
CONSTRUCTION CHECKLIST	7
PRE-CONSTRUCTION	7
PRELIMINARY CONSTRUCTION	7
DURING CONSTRUCTION	7
OTHER CONSTRUCTION ITEMS	8
POST CONSTRUCTION	8
CONSTRUCTION STANDARDS.....	9
PRE-CONSTRUCTION	9
CONSTRUCTION	9
POST CONSTRUCTION	10
GUIDELINE NO. 2: Original Construction or Modifications	11
SITE PLAN	11
ROOF PLAN.....	11
TREE PLAN.....	11
LANDSCAPE PLAN.....	12
TOPOGRAPHY.....	12
FRONT ELEVATION	12
SIDE AND REAR ELEVATIONS	13
DIMENSIONAL FLOOR PLANS.....	13
SEDIMENT AND EROSION CONTROL PLAN	13
OTHER SUBMISSION REQUIREMENTS	13
GUIDELINE NO. 3: Screening	14
GUIDELINE NO. 4: Satellite Dishes	14
GUIDELINE NO. 5: Storage Sheds	14
GUIDELINE NO. 6: Solar Panels	14
GUIDELINE NO. 7: Geothermal HVAC	14
GUIDELINE NO. 8: Size of Home.....	15
GUIDELINE NO. 9: Off-Street Parking and Driveways	15

Design Requirements & Guidelines-August 2021

GUIDELINE NO. 10: Garages..... 15

GUIDELINE NO. 11: Finished Floor Elevation 15

GUIDELINE NO. 12: Exterior Design 16

GUIDELINE NO. 13: Exterior Landscaping and Maintenance 16

GUIDELINE NO. 14: Building Setbacks..... 16

GUIDELINE NO. 15: Patios, Walkways, Terraces and Fire Pits 17

GUIDELINE NO. 16: Statues, Sculptures, Flags and Yard Art..... 18

GUIDELINE NO. 17: Exterior Lighting 18

GUIDELINE NO. 18: Garden Plots 18

GUIDELINE NO. 19: Sports and Other Play Equipment..... 19

GUIDELINE NO. 20: Fences..... 19

GUIDELINE NO. 21: Exterior Building Modifications..... 19

GUIDELINE NO. 22: Pools, Spas, and Ponds 20

GUIDELINE NO. 23: Trash 20

GUIDELINE NO. 24: Pet Policy 20

GUIDELINE NO. 25: Nuisance/Disturbances/Solicitation 21

GUIDELINE NO. 26: Sales and Leasing..... 21

GUIDELINE NO. 27: Prefabricated Structures 22

GUIDELINE NO. 28: Piers and Docks on River Front..... 22

GUIDELINE NO. 29: RiverSea Plantation Mailboxes..... 22

GUIDELINE NO. 30: Construction Violations, Remedies and Appeal Process for Owners and General Contractors 24

 INFRACTIONS AND THE INFRACTION PROCESS 24

 VIOLATION PROCESS..... 25

 ADDITIONAL REMEDIES FOR INFRACTIONS 25

 NOTIFICATIONS FOR RIVERSEA HOMEOWNERS FOR VIOLATIONS OF GOVERNING COMMUNITY DOCUMENTS 25

FORMS..... 28

 Form #1 - REQUEST FOR ORIGINAL CONSTRUCTION/MODIFICATION REVIEW 29

 Form #2 - REQUEST FOR FINAL INSPECTION/DEPOSIT REFUND..... 30

 Form #3 - APPLICATION FOR VARIANCE 31

 Form #4 - FRONT ELEVATION ACKNOWLEDGEMENT AND EVALUATION REQUEST 32

 Form #5 - TREE REMOVAL APPLICATION 33

Drawings/Figures 34

Figure 1: Tree Protection 35

Figure 2: Sample Construction Plan 36

Figure 3: Silt Fence Detail..... 37

Figure 4: Temporary Silt Fence 38

Figure 5: Sample Driveway Designs 39

INTRODUCTION

The Design and Review Board (DRB) is comprised of five members appointed by the POA/BOD (Property Owners Association Board of Directors).

The DRB meets the third Wednesday of each month at 7:30 PM in the Club House. Meetings are closed except for invitees having a specific matter the DRB needs to discuss for clarity or information purposes.

The DRB encourages owners to employ competent architects, contractors, and subcontractors. The DRB does not provide recommendations for any service. Caveat Emptor.

ALL PLANS FOR NEW CONSTRUCTION, MODIFICATION AND EXTERIOR ALTERATIONS MUST BE APPROVED BY THE DRB. Plans shall be submitted to the Office located in the Clubhouse with the appropriate Application Form(s) during regular business hours. Applications shall be submitted no later than ten days prior to the monthly DRB meeting.

Owners, General Contractors and Sub-Contractors must secure a copy of the RiverSea Plantation Declaration of Conditions, Covenants and Restrictions (CC&Rs) and a copy of the current RiverSea Plantation DRB Design Requirements and Guidelines (DRB Guidelines or Guidelines). Owners and contractors are responsible for understanding and properly interpreting the documents. Infraction penalties will occur when violations are observed. The DRB will assess fines prescribed. Fines are not designed to enrich the community. The DRB prefers to not assess any fines, as fines mean that one or more aspects of the community standards have been denigrated. Please follow the rules of the community.

CONSTRUCTION HOURS:

Monday through Friday	7 AM to 7 PM
Saturday	8 AM to 5 PM
Sunday	No construction permitted.

Construction is prohibited on the following Federal Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas.

Homeowners may perform home improvement projects of a reasonable nature as approved by the DRB at any time.

At the end of each working day, construction and home improvement sites must be left clean and orderly.

CONTACT INFORMATION:

Contact information for current Design Review Board members and the RiverSea Property Manager's representative can be found on the RiverSea Plantation website at <https://www.riversea.org/home>.

DESIGN AND REVIEW BOARD PURPOSE

The Design and Review Board interprets and administers all aspects of the construction and exterior property alterations of RiverSea Plantation as found in applicable sections of the CC&Rs and the current DRB Guidelines. Both the CC&Rs and the DRB Guidelines are responsible to be both known and understood by all.

DESIGN AND REVIEW BOARD APPLICATION PROCEDURE

All assessments, fees and performance bonds must be cleared, current and in good order for the DRB to consider any application. Application materials required for evaluation must be in accordance with the procedures found within the DRB Guidelines.

1. The DRB reviews all Applications and renders a decision, generally within thirty days of the date stamped by an official of the Property Management Office at the Club House during office hours (office hours are generally from 9 AM-4 PM Monday through Thursday). Some critical application requests may be fast tracked.
2. General contractors and homeowners are encouraged to attend by invitation, or their request, the DRB meeting where plans will be initially evaluated.
3. The DRB will determine when projects can begin.
4. Notification of the DRB evaluation will be relayed by the property manager approximately three days after a decision is reached.
5. Questions or other inquiries that may arise prior to or after a decision is reached by the DRB can be addressed by contacting the DRB Chairperson or POA/BOD President (see the RiverSea community web page (<https://www.riversea.org/home>) for a roster of current officers).
6. Decisions may be appealed using the prescribed format found within the DRB Guidelines.

The Design and Review Board is designed to be a supportive committee for responsible homeowners and contractors. When in doubt on any issue contained in our governing documents, contact a DRB member.

GUIDELINE NO. 1: Construction Checklist and Construction Standards

CONSTRUCTION CHECKLIST

The DRB Design Requirements and Guidelines serve as the document and process that general contractors (GC), including property owners acting as GC, must follow to plan, initiate, and complete the construction of a home in the RiverSea community.

PRE-CONSTRUCTION

1. Lot Clearing

- a. No lot(s) will be cleared or graded without:
 - 1) Staking out the house footprint on the lot and trees to be removed marked with pink colored flagging tape prior to submitting an application. Do not mark trees with paint or blaze them with an ax.
 - 2) In conjunction with marking trees and foliage for removal, contact a DRB representative. The current contact person is the DRB Landscaping Officer (identified at <https://www.riversea.org/home>).
 - 3) Arrange for an appointment for an on-site conversation with the DRB representative.
 - 4) Review the tree management proposal on site with the DRB representative
 - 5) The DRB will make a final determination as to the tree management proposal.
 - 6) Tree protection during the construction process must be implemented. Implement the Tree Protection Diagram (Figure 1) which must be in place before active construction begins. Avoid parking and storing construction materials within the tree drip lines.
- b. Requisite sediment control and tree protection devices in place prior to either tree removal or lot grading (see Sediment and Erosion Control and Tree Protection Plans of Guideline No. 2).

PRELIMINARY CONSTRUCTION

1. Erosion and Sediment Control Devices in Place Per Approved Plan
 - a. Silt fence in place and maintained around the perimeter of the property lot.
 - b. Stabilized construction entrance in place.
 - c. In-lot protection (if required) in place.
2. Worker sanitary facility in place.
3. Roll-off dumpster in place.
4. Foundation in compliance with all DRB Guidelines and setback requirements per RiverSea POA CC&Rs.
5. First floor elevation - compliance with all height requirements (minimum 32" above finished grade) upon completion.
6. All signage meets requirements in this Guideline.

DURING CONSTRUCTION

1. Sediment Control and Tree Protection in place and maintained.
 - a. Silt fence maintained and replaced as needed.

- b. Sediment Control Entrance is sole equipment access to site and sediment control devices maintained.
- c. Dirt and debris are not in street - must be maintained daily.
- d. Debris construction material piles neatly stacked and covered. Silt fences around sand, gravel and construction material piles as required by the Sediment Control Plan.
- e. Tree protection devices in place and maintained as required by the approved plan.

OTHER CONSTRUCTION ITEMS

- 1. Roll-off dumpster in place and emptied as needed.
- 2. Porta-potty maintained in a sanitary manner and positioned as far away from adjacent, developed lots as possible.
- 3. No intrusion upon adjoining properties without such owner(s) written permission.
- 4. No intrusion upon POA property, wetlands, or other regulated areas (including, but not limited to, POA common areas).

POST CONSTRUCTION

- 1. Structure
 - a. Structure appears to be sized per DRB approved plan. No unapproved structures on site.
 - b. Structure facade materials of the type and color as per DRB approved plan.
 - c. Driveway constructed as per DRB approved plan.
- 2. Landscaping (see Landscaping Requirements, pg.12)
 - a. Landscaping in place as per DRB approval.
 - b. Ground sodded and grass growth as per DRB approved plan (NO BARE SPOTS).
- 3. Site Condition
 - a. Trash and debris removed from the site and surrounding area.
 - b. Roll off dumpster, porta-potty and signs removed.
 - c. Sediment control and tree protection devices removed.
- 4. General
 - a. Repairs made to any POA common areas, wetlands, other regulated areas, and neighboring properties disturbed by construction to the satisfaction of the DRB and the POA/BOD and in compliance with all applicable laws and regulations.
 - b. Streets cleaned of mud and debris as disturbed by construction.
 - c. Storm sewer inlets cleaned of dirt and sediment as caused by construction in a timely manner.

NOTE: ALL PLANS MUST BE SUBMITTED IN ADVANCE TO THE PROPERTY MANAGEMENT OFFICE AND BE OF STANDARD ARCHITECTURAL QUALITY. ILLEGIBLE OR VAGUE SUBMISSIONS WILL BE REJECTED.

CONSTRUCTION STANDARDS

PRE-CONSTRUCTION

1. Construction plans: All plans for construction must be approved by the DRB before obtaining a building permit from Brunswick County. See Guideline No. 2 for the list of required plans.
2. Builder Signage:
 - a. A Sign must appear on the construction site within one week after the DRB approves the construction application or before the commencement of any lot clearing or other construction activity. The sign must be professionally made and not exceed an area of 3'x4', or twelve feet square. The sign will be constructed of a single face of wood or metal and shall be placed on the porta-potty lattice or another prominent place visible from the curb. All other signs on the property are prohibited.
 - b. The sign must face the road and shall display the general contractor's company, e-mail address, phone number and a builder license number. The address of the property must be spray painted on the front silt fence of the property using white paint.
 - c. The sign must be removed within three business days after the final exterior inspection by the DRB.
3. Preparing the Lot for Construction:
 - a. The building lot must not be disturbed until a meeting with a DRB representative regarding the treescape and drainage plan is held and considered by the DRB for written approval.
 - b. All sediment control devices must be in place within three days after the lot is cleared and before grading of the lot begins. Sediment from lots shall not drain into the street. A filtration device shall be placed on sewer grates to prevent discharge into the sewer system.
 - c. Lots shall be kept neat, clean, and tidy throughout the construction process. It shall not present a health and safety hazard.

CONSTRUCTION

1. Dumping and Burning: No dumping of or burning of debris is allowed within the community.
2. Washing or maintenance of construction vehicles: Washing or maintenance of construction vehicles or the vehicles of employees is prohibited.
3. Grading and Drainage:
 - a. Site grading shall be kept to a minimum. Natural swales must be protected.
 - b. The height of the foundation after grading must be at least thirty-two inches above the finished grade on the front elevation. A foundation inspection by the DRB is required after being installed **before construction may continue**. Contact DRB Construction Officer for approval. (<https://www.riversea.org/home>).
4. Storm Water and Drainage: Storm water shall not be directed towards adjacent lots. It shall be directed whenever possible to existing ponds after it has passed through a silt fence or other water and debris filtration devices.
5. Close Proximity. Lots and Common Ground Areas near the Construction Site:

- a. No lot in proximity to the construction site is to be disturbed in any manner. This includes, but is not limited to, parking, turnabouts for vehicles, debris dumping, excessive noise not directly associated with the construction process, loitering, or eating.
- b. Property disturbed must be restored to original condition at the general contractor's expense and to the owner's and DRB/BOD satisfaction.
- c. Fines and other penalties, including the suspension of construction are remedies for disregarding the rules and expectations of the community.
6. Other Builder/Owner Responsibilities:
 - a. The builder, lot owner or architect must insure availability of all utilities.
 - b. An application is to be made to Brunswick Electric Membership Corporation (BEMC) for temporary and permanent service. Brunswick Electric will install electric service from the underground utility box to the home. All underground services require the installation of a conduit system from point of source to point of service, which is paid by the owner.
 - c. Application for water and sewer is made to Brunswick County Public Utilities.
 - d. Application for internet, phone and cable is made to Atlantic Telephone Membership Corporation (ATMC)
 - e. The tie-in fees are the responsibility of the owner. The connection for water is indicated on each lot by a sub out. A separate irrigation meter is available from Brunswick County Public Utilities.
7. Propane tanks: Propane tanks greater than twenty-five gallons must be placed underground prior to the final exterior inspection. The buried tank must be ten feet from the house and must be shown on both the building site and landscape plans.
8. Time Frame for Home Completion: The builder has three hundred and sixty-four days from the approval date of the application to finish all aspects of home construction and landscape. For extraordinary circumstances, a Variance application must be submitted to extend the period of construction. A hearing(s) will be held on this matter as determined by the DRB or the POA/BOD.
9. Additional Construction Requirements: Please consult the CC&Rs and the current DRB Guidelines. When in doubt, call or contact a DRB member or the property manager.

POST CONSTRUCTION

The Property Owner is Responsible for:

1. Restoration of Impacted Property:
 - a. Property damaged, scarred, or destroyed during the construction process will be repaired and restored to original condition as determined by the DRB or the POA/BOD in a timely manner.
 - b. If the general contractor neglects to repair damages that are determined to have been caused by the general contractor or subcontractors, repairs will be made to the satisfaction of the POA/BOD, and funds will be deducted from the construction contingency fee.
2. Removal of all remaining building debris from the site and surrounding area.
3. Removal of all signs from the site.

GUIDELINE NO. 2: Original Construction or Modifications

Maximum consideration in a design shall be given to relate the home to site amenities such as water and marsh views, as well as the proposed home's impact on the natural qualities of a lot. Homes will not be approved if they do substantial damage to the natural qualities of a lot. Consequently, homes that would be acceptable for some lots might not be acceptable for other lots.

Two copies of the appropriate forms are required for submission, review, and final approval, in writing, by the DRB. Incomplete submissions will not be considered or approved. The following must be submitted prior to formal approval:

SITE PLAN

Drawn at a minimum 1" = 10' indicating the property boundaries, building setbacks, the location and materials of the proposed home or improvements, driveways, underground propane tank, retaining walls, existing and proposed contours, all existing physical structures, inside dimensions of lot boundaries, finished and proposed grades and drainage swales. The location, boundaries, and use of fills, shall be indicated on the site plan.

ROOF PLAN

Must be shown on the site plan or as a separate drawing.

TREE PLAN

1. Must show the location and identify the species of all trees on the lot. Indicate by an (x) those trees to be removed. **NO TREES ARE TO BE REMOVED WITHOUT PRIOR WRITTEN DRB APPROVAL. (Using Form #5)**
2. The RiverSea DRB expects as few trees to be removed as possible, especially hardwoods. Tree substitution may be required. Hardwood trees will be given the highest consideration.
3. All trees marked to be saved prior to construction of the house must be preserved.
4. A request must be made to the DRB to take down additional trees after the Tree Plan has been approved. New trees (regional hardwoods) to be planted must be included in the landscape plan. Based upon the number of hardwoods remaining on the construction lot, as many as three regional hardwood trees may be determined a necessary part of the landscape design. Trees required as part of the landscape design must be at minimum 10 feet tall from the ground and indicated on the formal landscape plan. One hardwood is required in the front yard.
5. To request removing or altering existing trees (to include existing home sites), submit the Tree Removal Application found within the DRB Guidelines (Form #5) to the Property Management Office where it will be date stamped and forwarded to the DRB.
6. It is advantageous to the homeowner to meet with a representative of the DRB in advance of submitting an application to expedite a timely resolution.
7. Removal of trees or other foliage on community administered property is prohibited.
8. Failure to follow these tree-management procedures or removing trees without the permission of the DRB will result in financial or other penalties as determined by the DRB.

LANDSCAPE PLAN

An approved LANDSCAPE PLAN is required of all applications for home construction landscaping and is required to be completed 90 days prior to obtaining the final approval for the Certificate of Occupancy. Landscape plans are to be turned in for approval with the *Final Plan Submission*.

1. Mulch type, pine straw, and/or rock color size and location must be indicated.
2. Landscape plans must include grading plans.
3. All indigenous trees remaining on the lot as well as trees, bushes, foundation plantings, pool screenings, sod, annual color, and perennial plantings must be included in the landscape plan.
4. The solid enclosure for the heat pump/air conditioning units, generators, trash receptacles, etc. must be on the landscape plan.
5. Planned fire pits must be included on the landscape plan.
6. Planned patios and decks must be included on the landscape plan.
7. The landscape plan must include irrigation layouts. In-ground irrigation systems are required for all residences at RiverSea. An irrigation system plan shall be submitted as part of the landscape plan for approval. Irrigation systems shall be zoned according to available water pressure. Irrigation heads shall be designed to direct water away from houses, walls, fences, sidewalks, driveways, and public roads. Backflow preventors are to be concealed with plantings or covers.
8. Bushes must be planted in the front, back and side yards as part of the landscaping plan. Bush types must be identified in advance of planting on the landscape plan submitted to the DRB. Any plantings within a sodded area must be in well-defined beds and spaced appropriate to the plants being installed but no more than 5 feet apart.
9. Pool fencing must be screened from the road and sides adjacent other lots. Evergreens are required and must be a minimum of 24 inches from ground at install and no more than 4 feet apart. All pool screening plantings must be indicated on the landscape plan.
10. Natural sod must be established as part of the landscape plan on the front, sides, and rear of the home. All areas of the lot adjacent to the home must be covered with sod, plantings, and ground cover as indicated on the landscape plan.
11. Large expanses of pine straw, rock or mulch are discouraged.
12. Seeding is permitted for established lawn repair only.
13. Screening: Heat pumps/air conditioning units, generators, trash receptacles, etc. must be buffered with an approved solid buffer. The location, design, color, and materials of all such structures must be approved by the DRB prior to installation and be depicted within the landscaping plan.

TOPOGRAPHY

Show the existing TOPOGRAPHY of the site using one-foot contour lines. Changes in contours caused by construction shall be indicated on the plan by dotted lines.

FRONT ELEVATION

Drawn at 1/4" = 10' scale indicating all proposed materials, building heights, roof pitches, finished floor and final grade lines; including height above finished grade elevation at the front and rear of the home, all exterior openings and shall include sufficient notations to indicate details of the proposed construction.

SIDE AND REAR ELEVATIONS

Drawn at a minimum scale of $1/8" = 1'$ indicating all exterior materials, roof lines and proposed grade line.

DIMENSIONAL FLOOR PLANS

1. Drawn to a minimum scale of $1/4"$ to $1'$, showing changes in floor levels, all room dimensions, door and window symbols and schedules, all levels of living area and all patios, decks, fences, and other structures. Plan must list total square footage of the proposed home and square footage of air-conditioned space.
2. Sections shall be drawn to a minimum scale of $3/8" = 1'$, indicating the roof pitch, typical wall section detail and all special construction points.

SEDIMENT AND EROSION CONTROL PLAN

1. The Sediment and Control Plan submitted to the DRB for approval must demonstrate how the owner will prevent site sediment runoff problems during all construction phases.
2. The following are minimum requirements of an acceptable Sediment and Control Plan:
 - a. All disturbed lot area will be enclosed by a silt fence installed in compliance with Figures 3 and 4. This includes all construction areas, all grading areas, all tree removal areas (when done by heavy equipment) and all material storage areas. The front of the site must also be enclosed dependent on the lot grades.
 - b. At the discretion of the DRB, the nearest drainage inlet may also require standard inlet protection (see Figure 2: Sample Construction Plan).
 - c. The only equipment entrance to the site will be via a stabilized construction entrance (see Figure 2: Sample Construction Plan).
 - d. The owner is responsible for ensuring that the frontage roadway is kept clear of dirt, mud, and debris during the entire construction process.
 - e. Onsite dirt, gravel, and material piles will require coverage devices as well as additional silt fencing.
 - f. Full compliance with any applicable federal, state, and county permits, regulations, and requirements.
3. The DRB will observe the general site condition as part of their post construction certification. The owner will be held financially responsible for all damage to any POA property, common areas, wetlands, and other regulated areas, including but not limited to drainage systems, drainage structures and inlets.

OTHER SUBMISSION REQUIREMENTS

1. N.C. Contractor's Builders License: A copy of the builder's valid N.C. Contractor's License.
2. A copy of a commercial general liability insurance applying to the project. A minimum of \$1,000,000 per occurrence liability required. The policy must be endorsed to name RiverSea Plantation POA as an additional insured.
3. DRB Fee: A non-refundable fee in the amount of \$750.00 is to be made payable in good funds to RiverSea Plantation POA.
4. Construction Contingency Account Fee and Access Fee: The contractor, before the start of any residential construction, shall pay a refundable construction contingency fee in the amount of \$5,000.00 and a \$4,000.00 non-refundable Road Access Fee, both made payable to RiverSea POA. The DRB reserves the right to increase the construction contingency fee for a

contractor who has demonstrated repeated noncompliance of the Guidelines. These amounts will be amended/changed as deemed necessary. The Construction Contingency Fee is to promote compliance with the CC&Rs, the Guidelines and the plans approved by the DRB. The Construction Contingency Fee is used for payment of any fines the contractor may incur as well as to pay for damages to common areas and will be held in an interest-bearing account, with interest paid to RiverSea Plantation POA. Upon completion of construction, landscaping, and final approval, the remaining contingency fee will be returned to the contractor. If the contractor is terminated prior to completion of the home and requests a refund of the Contingency Account Fee, any subsequent contractor shall be required to replace the \$5,000.00 fee prior to the release of the contractor's Construction Contingency Fee. The Construction Contingency Fee will be refunded upon successful completion of the DRB final inspection (minus any fines imposed). A completed Deposit Refund form (page 29, Form #2) is required to receive refunded fees.

5. The following, without limitation, will be reviewed: location, size, conformity with design of the house, and relationship to neighboring homes and common areas.

GUIDELINE NO. 3: Screening

All air conditioning units, generators, and trash receptacles, back flow preventers, etc. shall be screened behind an enclosure. The location, design, color, and materials of all such structures must be approved by the DRB prior to their installation or construction.

GUIDELINE NO. 4: Satellite Dishes

1. Satellite dishes shall be less than 39" in diameter and installed on the property in the least visible location from the street and adjacent properties. Ground-placed dishes must be screened with foliage to minimize visual impact (line-of-sight exceptions will be considered).
2. Roof-mounted exterior dishes may not exceed 12" above the nearest roofline for both satellite dishes and antenna devices. Use Form #1 to notify DRB of an impending installation.

GUIDELINE NO. 5: Storage Sheds

Storage sheds are prohibited unless otherwise approved by the DRB.

GUIDELINE NO. 6: Solar Panels

Solar panels must be approved by the DRB on an individual basis. Refer to Section 9 of the CC&Rs. Solar panels shall not be installed facing the street. The use of solar shingles is encouraged.

GUIDELINE NO. 7: Geothermal HVAC

Geothermal HVAC open loop and closed loop systems are permitted, provided all state and local codes, permits and requirements are first satisfied and the system is otherwise approved by the DRB. Open loop systems shall have an iron control device if necessary. Lot owners are responsible to

remediate all iron staining of streets, curbs, and property. Geothermal open loop systems runoff is not permitted for irrigation purposes. Geothermal above ground screens must be approved by the DRB.

GUIDELINE NO. 8: Size of Home

1. While size is not necessarily an indicator of quality, the DRB generally will not approve homes designed with less than 2000 square feet of living area (the heated and air-conditioned area calculated from the exterior dimensions of such area).
2. As set forth in section 10.22 of the CC&Rs, amended and restated; the maximum allowable built-upon (impervious) area per single family lot is 5000-5500 square feet (see Amendment 7 of the CC&Rs for your lot number to determine your applicable size). This allotted amount includes any built-upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built-upon area includes but is not limited to structures, asphalt, concrete, gravel, brick, stone, slate, and coquina. Raised open wood decking and water surface of swimming pools are not included when calculating impervious surface area.

GUIDELINE NO. 9: Off-Street Parking and Driveways

All homes must have a defined driveway. All driveways must be constructed of an approved material, i.e., concrete, brick, or pavers. Entry to driveway must not be located closer than ten feet from a side property line and shall offer off-street parking for at least two automobiles.

GUIDELINE NO. 10: Garages

Garages shall be designed to be compatible with the architectural theme chosen for the house. Garage doors, for at least two cars, shall be of the overhead door type and shall be made of wood, fiberglass, or aluminum. Garages can be attached, detached or semidetached. Road-facing garages are not permitted without DRB written consent. Parking on lawns is prohibited.

GUIDELINE NO. 11: Finished Floor Elevation

1. As is common to most areas on the Southeast coastal plain, the Brunswick County building code requires that elevation of the first finished floor of any home be above the level of flood waters expected at statistically predicted 100-year intervals the U.S. Army Corps of Engineers.
2. The required height for homes built in RiverSea Plantation is eleven (11) feet above mean sea level. No homes in Phases one, two, three, four, the Forest or the Preserve shall be built slab on grade. When there is outside entry into the main living areas, the front elevation shall be a MINIMUM OF THIRTY-TWO (32) INCHES ABOVE THE FINISHED GRADE, regardless of foundation type. Form #4 will be submitted in acknowledgement of this requirement.
3. All house foundation walls shall be finished in brick or stone and shown as such on the elevation views. The rear elevation foundation may be exempted from this requirement dependent on house orientation as approved by the DRB.

GUIDELINE NO. 12: Exterior Design

RiverSea Plantation is a unique community comprised primarily of custom-built homes. In keeping with a custom home design and appearance, the following guidelines and requirements are provided. The DRB can at its discretion require architectural and finish changes indicated below to new home plans to support a custom home appearance:

1. Design and Foundation: The front and sides of the home's foundation must be faced with brick, stone, or other applications as approved by the Design and Review Board. No two homes within the line of sight (to be determined by the Design and Review Board) will have the same exterior motif or color palette such that the homes will have a distinctively different appearance.
2. Exterior Materials: Cement board, cement stucco, cedar shakes, stone, brick, board and batten, and durable wood are all siding suggestions. Vinyl will be allowed only on the soffit. Vinyl siding is not permitted.
3. Roofs: Dimensional asphalt shingles of 240 pounds per square minimum, fiberglass, or standing seam metal roof is permitted. Agricultural tin and roll roofing are prohibited.
4. Patios and Walkways: Flagstone, clay brick, patio pavers, hexagon pavers coupled with gravel or ground cover are just a few ideas for creating an outdoor patio or walkway. Decks are permitted.
5. Entry doors: Single and double entry doors and full-view storm doors are permitted.
6. Windows: Quality vinyl or aluminum windows are preferred. No aluminum awnings, jalousie-type windows or aluminum single-hung windows will be permitted.

NOTE: Owners can request a Variance (using Form #3) to augment or supplant any of the above.

GUIDELINE NO. 13: Exterior Landscaping and Maintenance

1. All landscape beds must be covered with hardwood mulch/nuggets, pine straw, or rock (in natural colors). Beds must be clearly defined. Dead plantings must be removed.
2. Owners must keep their lots in good order and repair including mowing, weeding, pruning and disease control.
3. Lawn tractors/mowers, garden tools, supplies and hoses must be stored out of view.
4. Natural areas approved as part of the landscaping plan must be maintained and kept free of fallen trees, tree limbs, and rubbish.
5. There shall be defined lines separating turf areas, planting beds, and natural areas.
6. Trees and shrubs shall be maintained so branches do not hang over the curbing of the street.
7. Owners are responsible for maintaining conditions on their lot, so erosion does not affect common areas (i.e. cause sedimentation to flow into the community's storm water management systems or amenity ponds) or neighboring lots.
8. At no time shall yard waste of any type be placed on a vacant lot or common area.

GUIDELINE NO. 14: Building Setbacks

1. Gated Custom Home Section:
 - a. Front and rear setbacks shall be 25 feet. Sideline setbacks shall not be less than 15 feet unless approved by the DRB.

2. Village Home Section:
 - a. Setbacks are subject to the requirements of the Brunswick County Planning Department. Front setback is 15 feet. Sideline setbacks are 5 feet. Rear setback is 9 feet.
 - b. These shall be considered as minimum allowable setback lines unless special circumstances make their application impractical as judged by the DRB. Setbacks are measured from property line to the wall of the home, which includes stairs and overhangs (bump outs).
3. Variances:
 - a. The DRB may, in its sole discretion and in compliance with Article 9.10 of the CC&Rs, deviate from the guidelines. If a determination is made that a condition exists that would otherwise make it impossible to comply without creating an unreasonable hardship for the property owner, a variance may be approved. All variances shall be requested in writing using Form #3. It is understood that any such variation from these Guidelines granted to a property owner does not create a precedent, or otherwise, any obligation on the part of the DRB to extend a similar variance to other property owners. Rejected variances can be appealed to the POA/BOD.

GUIDELINE NO. 15: Patios, Walkways, Terraces and Fire Pits

1. Form # 1 must be submitted for DRB review for all decks, patios, terraces, and fire pits.
2. Included with the application will be a site plan indicating the location on the lot and position relative to the house and include dimensions, materials, and color.
3. A Variance request must be made if the deck or patio extends beyond the sides of the house.
4. Deck materials: cedar, cypress, redwood, TREX-type composite wood or No.2 grade or better pressure treated wood.
5. Deck color: Color must be natural, stained or painted to match the exterior color of the house.
6. A building permit may be required by the county to construct a deck.
7. Patio construction material must consist of flag stone, slab, pavers, concrete pavers, brick, or concrete. Materials used that are impervious on decks and patios will need to be calculated in the footprint of allowable impervious coverage on the lot. Open wood decking is considered pervious. Most other materials are likely to be considered impervious.
8. Terraces will be evaluated.
9. For fire Pits, please review the following Open Burning Policy before proceeding with your application:

No outside burning of wood, leaves, trash, garbage, or household refuse will be permitted in the RiverSea community. The only exception to this policy will be decorative woodburning fire pit structures, including portable fire pits, approved by the POA's Design and Review Board (DRB). The fire pits must have a mesh spark screen cover to stop hot embers from traveling in the air to adjoining properties or common areas. Fires cannot be left unattended and when finished using the fire pit the embers must be either extinguished or a metal smother cover that fits over the fire pit is used so embers cannot escape. Also, DRB-approved propane fire pits are allowable but cannot be left unattended. Property owners who currently have wood-burning fire pits that have not been approved by the DRB shall fill out the Variance Request (Form #3), which shall be sent to our Property Management Office see <https://www.riversea.org/home/> for contact info). Our property manager will review and forward to the DRB for review, approval and/or modification.

Decorative Structure Description

Please provide all information necessary to evaluate your proposal, including lot survey denoting location on the property that is inside the setback lines, dimensions of structure, list of materials, fire pit design (pictures/layout design helpful), fire safeguards, landscaping to screen from street view if structure extends beyond side of home. If a portable firepit is requested, please provide a description of the fire pit model you propose to place in your backyard, including fire safety features, and location. A promotional picture of the model proposed would be helpful.

Liability

Neither the POA/BOD, the DRB nor designated representative(s) are liable for the design or construction of the fire pit being requested or personal injury or property damage that may occur either to the property owner and property owner's property or to third parties or neighboring properties.

GUIDELINE NO. 16: Statues, Sculptures, Flags and Yard Art

1. If objects are installed that impact community expectations and are considered obscene, garish or of a size or quality that negatively impacts adjacent property owners or the community, the objects will be requested to be removed.
2. Seasonal flag and wreath decorations are generally permitted.
3. The American flag may be flown or displayed at any time using accepted flag protocol. Free standing flag poles are not permitted.
4. No plastic or other artificial flowers are permitted on the exterior landscape.
5. Holiday lights (Christmas, etc.) are permitted to be displayed between Thanksgiving Day and January 7th of the following year. Other holiday decorations are permitted for one week before and one week after of the holiday.

GUIDELINE NO. 17: Exterior Lighting

Exterior lighting, including security lighting will not be permitted when it may create a nuisance to adjoining properties in the opinion of the DRB.

Examples of exterior lights include lamppost lights (one per property), downward-directed floodlights in the rear yard only, upward directed floodlight illuminating only the front elevation, sidewalk, path, patio, or other ground-level lighting fixtures 24" in height or less, photocell and motion sensor security lights, as long as they are positioned not to disturb neighbors, landscape up-lighting of trees and shrubs and temporary holiday lighting.

GUIDELINE NO. 18: Garden Plots

1. The plot must be in the back yard.
2. The plot is limited in size to one quarter of the rear lot.
3. The plot is neatly maintained during the growing season and cut back or removed during the off season.
4. All garden plots on lots set on angles or corner lots will be considered on an individual basis.

GUIDELINE NO. 19: Sports and Other Play Equipment

1. Appropriate safety procedures for individuals must be practiced at all times.
2. Swing sets and play structures will be reviewed by the DRB on an individual basis. Submit Form #3 to apply for permission of a playhouse or swing set.
3. Portable basketball goals, soccer goals, trampolines and other athletic systems must be stored inside when not in use or placed completely out of sight from neighbors or the street. Under no circumstances will basketball hoops or other athletic structures be attached to the home or any other structure.
4. Play equipment and structures must be placed within the side and rear setback lines. No play equipment or structures will be permitted on the frontage area of the home.
5. Basketball goals, backboards and other sports equipment shall not be attached to any residence and must not be placed in the right of way of any street at any time. Portable basketball hoops must be stored inside when not in use.
6. Swing Sets/Play Structures and other yard toys or recreational structures must be made of natural material with a natural finish and shall be located in such a way as to minimize visibility from any street and adjacent lots. Landscaping must be incorporated to minimize the view. Plans showing the location and materials of all play structures must be submitted and approved by the DRB before construction or installation begins.
7. Trampolines, soccer goals and other equipment must be stored inside when not in use.
8. Firearm discharge under any circumstance is prohibited unless in self-defense.
9. Ponds are retention basins for storm water and overflow and may contain alligators, snakes, and other unfriendly species. Residents and family members, from their improved lots, may fish in these ponds on a catch-and-release basis. Residents, family members and their guests may catch and keep fish from POA Boardwalks which reach the Lockwood Folly River.

GUIDELINE NO. 20: Fences

1. Form # 1 must be submitted along with a detailed rendering of the fence and its location on the lot to the DRB for consideration. Fences are allowed only on the sides and/or rear of the home.
2. Fences must be constructed of black powder coated aluminum and no more than four feet in height off the ground.
3. Fences on pond frontage will be subject to additional setbacks to be determined by the DRB.
4. All fences must be approved by the DRB, and each fence will be considered on an individual basis.
5. Any portion of the fence facing the front of the home must receive a landscape treatment.
6. Fences cannot be installed in easement areas.
7. There shall not be two fences sharing the same property line.

GUIDELINE NO. 21: Exterior Building Modifications

1. All exterior building modifications must be approved by the DRB. This includes any building alterations, enhancements or additions.
2. Storm doors, windows, garage enclosures, room additions, porches, decks, and paint are examples of the many projects that require prior approval.

3. Repainting with the exact color does not require DRB approval. A different color requires a paint sample and a picture of the proposed change. Exterior house paint must not match that of another home that is in close proximity to the subject property, as determined by the DRB.
4. Storm doors must be of anodized aluminum with a baked enamel finish and compatible with the primary and trim paint colors. The application shall include a picture of the storm door, a picture of the door which will be treated with a storm door and the color of the storm door.
5. Modifications of an unusual nature will require a Variance application (Form #3).
6. Applications will be made on Form #1 "Request for Original Construction/Modification".

GUIDELINE NO. 22: Pools, Spas, and Ponds

1. Form #1 must be submitted to the DRB to request installation of all pools, spas, hot tubs and ponds or other similar water fixtures.
2. Above ground pools are prohibited.
3. Pools, hot tubs, and spas shall only be located in the rear of the lot, behind the home and at least 20 feet off the property line. None of the above shall be installed on an easement or in a manner to disturb the adjacent property owners. A detailed site plan must be submitted with the application on a case-by-case basis.
4. Installation must conform to applicable state and local codes, be screened from view from all streets and adjacent lots with landscaping and fencing, and with all equipment located in a screened area from all directions. A pool equipment and supply storage place may be applied for via Form #1 to store chemicals and other pool-related items only. It must be sized and located appropriately for that sole purpose.
5. Illumination of the pool or spa area must be constructed to buffer the adjacent lots from direct lighting.
6. All the above are considered permanent improvements and must comply with property setback provisions. Applications will be reviewed on an individual basis.

GUIDELINE NO. 23: Trash

1. All trash containers must be placed curbside not earlier than the evening before trash collection. Empty containers must be removed and stored by the end of trash collection day. Containers must be stored in the garage or in a fully solid-screened trash container area adjacent to the house. NO trash containers will be stored or displayed in any other area.
2. Residents are responsible for any trash spillage on their lot or the street in front of their home.
3. Owners are responsible for guest and tenant compliance with trash expectations.

GUIDELINE NO. 24: Pet Policy

1. Dog houses, pens, other external pet housing structures and pet runs are not permitted.
2. Pets must be always under the control of the owner.
3. Pets outside the owner's home must be on a leash and wear a tag with the owner's phone number.
4. No pets are allowed to be staked out or left unattended.
5. Pets must be properly licensed by governing authorities and permitted by Section 10.7 of the RiverSea Covenant.
6. Pet Nuisance Statement:

“RiverSea residents and visitors are advised that pets must be walked or exercised away from residential homes. Pet owners are required to have a litter bag to pick up after their pet(s). Littering is subject to a fine not to exceed \$50.00 per offense. Soiling other owner and community lots, vacant or developed is expressly prohibited”.

7. Barking dogs must be kept under control and all pet odors shall be remedied.
8. There will be no breeding of animals allowed within RiverSea Plantation for profit or non-profit reasons.
9. The POA/BOD through the Judiciary Committee has the right to determine that a pet or pets are a nuisance and require removal of the animals from RiverSea Plantation.

GUIDELINE NO. 25: Nuisance/Disturbances/Solicitation

1. No owner, resident or guest will use any lot, street, or amenity to unreasonably annoy, embarrass or discomfort others. The POA/BOD has the authority to designate the situations(s) to be a nuisance and take lawful actions or community sanctions in response to the matter.
2. Noise, music, or other sounds resulting from activities shall not disturb other residents. All sounds shall be minimized between the hours of 10 PM and 7 AM.
3. Solicitation by commercial enterprises is not authorized within the community.
4. Garage sales and tag sales or their equivalent are specifically prohibited unless approved by the POA/BOD. A variance request (Form #3) must be submitted to the POA/BOD 60 days in advance of any proposed community activity.
5. Lot owners and residents impacted by nuisance behavior may also pursue legal recourse as a remedy.
6. If a home business is permitted by the DRB and POA/BOD, it shall be located solely within the HVAC rooms of the home. In addition, home businesses will not impede traffic flow, shall not park vehicles on the street or on landscape, nor obstruct the flow of traffic.

GUIDELINE NO. 26: Sales and Leasing

1. Any sale or lease of a home must comply with the CC&Rs.
2. Owners shall ensure that all sale and lease documents are complete and appropriately distributed in a timely manner.
3. When a property is leased, a copy of the lease must be filed with Property Management located in the Club House Office. A lease must be greater than six months in length and may be extended to a month-to-month basis thereafter. All contact information for the owner and tenant must be presented to the Property Manager. All leases must be properly executed.
4. No sub-leases are permitted. No temporary lodging (less than six months) is permitted under any arrangement.
5. Landlords and owners are responsible for the upkeep of their premises and the actions of tenants.
6. If the RiverSea POA/BOD suspends the rights of the owner, it shall also apply to the tenant's use of the common areas and amenities.

GUIDELINE NO. 27: Prefabricated Structures

1. Stick built homes are the preferred construction technique in the community.
2. No modular structure or manufactured structure shall be placed, erected, constructed, or permitted within the community.
3. "Modular and manufactured shall include any prefabricated or pre-built dwelling unit or units which consist of one or more transportable sections or components and shall be deemed to include manufactured building, manufactured home, modular home, modular construction and prefabricated construction", as defined by the current edition of the North Carolina State Building Residential Code, published by the North Carolina State Building Council.
4. The placement of prefabricated and transportable sections onto a permanent foundation and the inspection of the resulting structure by the building inspector under the North Carolina State Building Code shall not exempt such structure from this prohibition. Prefabricated accessory structures such as sheds and gazebos are prohibited.
5. With the advent of non-stick-built custom homes the DRB will consider plans that call for a different construction technique in the application packet that also contains a variance application. In every instance, the quality must be as good or better than a stick built home and must be of a style and footprint that reflects the custom home standard of construction in the community.
6. No sheds or other exterior outbuildings can be prefabricated under any circumstances.

GUIDELINE NO. 28: Piers and Docks on River Front

1. Piers or any other prepared entry point on ponds is prohibited.
2. Riverfront piers and docks require Coastal Area Management Act (CAMA) and Army Corps of Engineers permits for approval. A copy of the permits and plans must be submitted to the DRB prior to construction.

GUIDELINE NO. 29: RiverSea Plantation Mailboxes

1. To conform with US Postal System policy and maintain architectural consistency, landscaping and neighborhood aesthetics, a standard mailbox is required. The approved vendor for mailboxes is:
SignSource, Inc.
6321 Myrtle Grove Road
Wilmington, NC 28409
910-392-2290
2. To place an order for a mailbox in RiverSea Plantation, use the following procedure:
 - a. Either the general contractor or the owner must notify the Bolivia Postmaster at 910-253-5757 and stipulate on which side of the driveway the box is to be installed. Include the physical address of the property concerned.
 - b. Contact the RiverSea mailbox vendor at 910-392-2290. The vendor will coordinate the rest of the application procedure, including directing the caller to their website for RiverSea (<http://riverseaconcierge.com/>) to complete an application and submit payment.
3. The SignSource service includes a public underground utility survey. All non-public utilities, such as irrigation lines, must be located by the homeowner or the utility contractor prior to installation. SignSource is not responsible for damage or repairs to these unidentified utilities.

NOTE: Installation cannot be scheduled until landscaping has been completed.

GUIDELINE NO. 30: Construction Violations, Remedies and Appeal Process for Owners and General Contractors

INFRACTIONS AND THE INFRACTION PROCESS

Infractions are assigned for violations of the current CC&Rs and/or DRB Guidelines. Access to the current Guidelines and other pertinent documents are readily accessible through the RiverSea community website (www.RiverSea.org).

1. How to find community documents:
 - a. www.Riversea.org
 - b. Click on Public Information
 - c. Scroll down to selected document(s)
2. Fines are assessed for observed violations of community standards.
3. A violation of the CC&Rs or DRB Guidelines constitutes an infraction. To prevent fines, understand both documents. POA/BOD and DRB members are available to answer questions to prevent infractions before they occur, which implies that all understand the documents before commencing any applicable project. **NOT COMPREHENDING THE CONTENTS OF THESE DOCUMENTS IS UNACCEPTABLE.**
4. Infractions can be appealed following the prescribed format (see appeal process flow charts). Fines will continue until the infraction is remedied through the appeal process or beyond. If the appeal is granted, fines will be reduced or eliminated. Fines will generally begin at \$50.00 and are cumulative until remedied and approved by the DRB.

EXAMPLES OF INFRACTIONS:

- Commencing construction prior to DRB approval of plans (including variances or other modification applications): \$500.00 and/or increase of construction bond
- Silt fence down or missing.
- Permit box does not contain applicable documents.
- General Contractor sign lacks name, address of the property and a contact phone number.
- Construction entrance poorly maintained, lacking replenished gravel or stone)
- Open trench
- Deficient trash dumpster
- Deficient portable toilet (porta-potty)
- Storage of construction materials is haphazard and/or located outside of silt fencing
- Job site not left tidy and orderly
- Drainage into street of construction materials (inadequate storm drain barrier, etc.)
- Dirt and debris left on street.
- Drainage onto adjacent lots, community common ground and thoroughfares.
- Inadequate tree protection scheme
- Removal of unapproved trees on the construction site: \$100/tree and additional penalties as determined by the DRB.
- Installation of landscape prior to landscaping plan approval: \$500.00 and/or increase of construction bond.

VIOLATION PROCESS

1. Infractions observed, forwarded to the Property Manager for disbursement.
2. General contractor contacts the Property Manager or a DRB committee person to report correction of the violation. If an Appeal is warranted it must be filed within five days of the infraction notification (note: fines are cumulative during the appeal process).
3. The POA/BOD will affirm, vacate, or modify the Appeal. Fines will be left intact, modified, or dismissed.

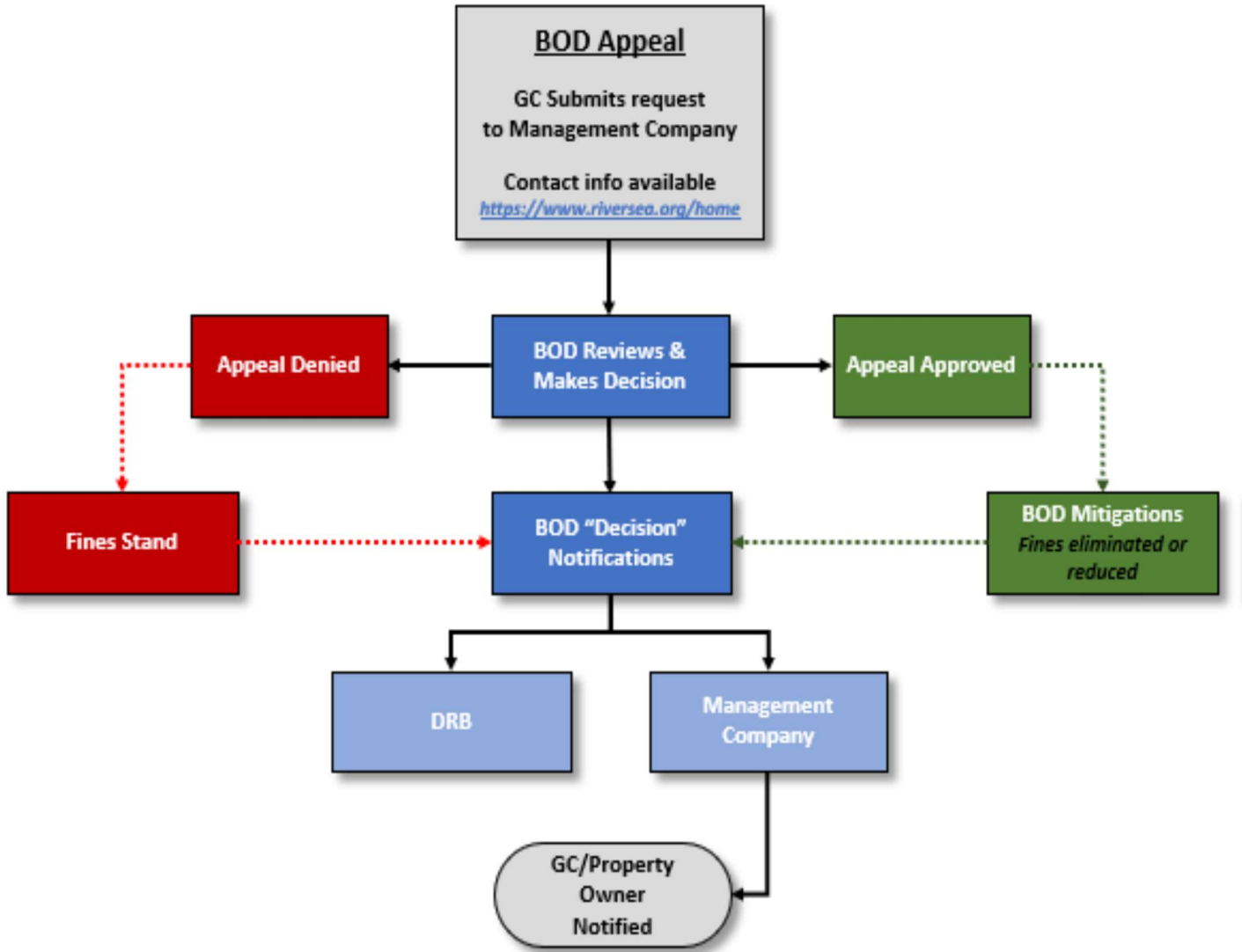
ADDITIONAL REMEDIES FOR INFRACTIONS

Additional remedies will be enforced as per applicable State or community regulations. These shall include a suspension of all construction activities on the job site which will be indicated by yellow perimeter tape placed by the DRB, suspension of work privileges within RiverSea Plantation for up to two years, complaints filed with appropriate federal, state and/or municipal licensing and permitting authorities, increasing performance bond deposits and other restrictions and penalties as prescribed.

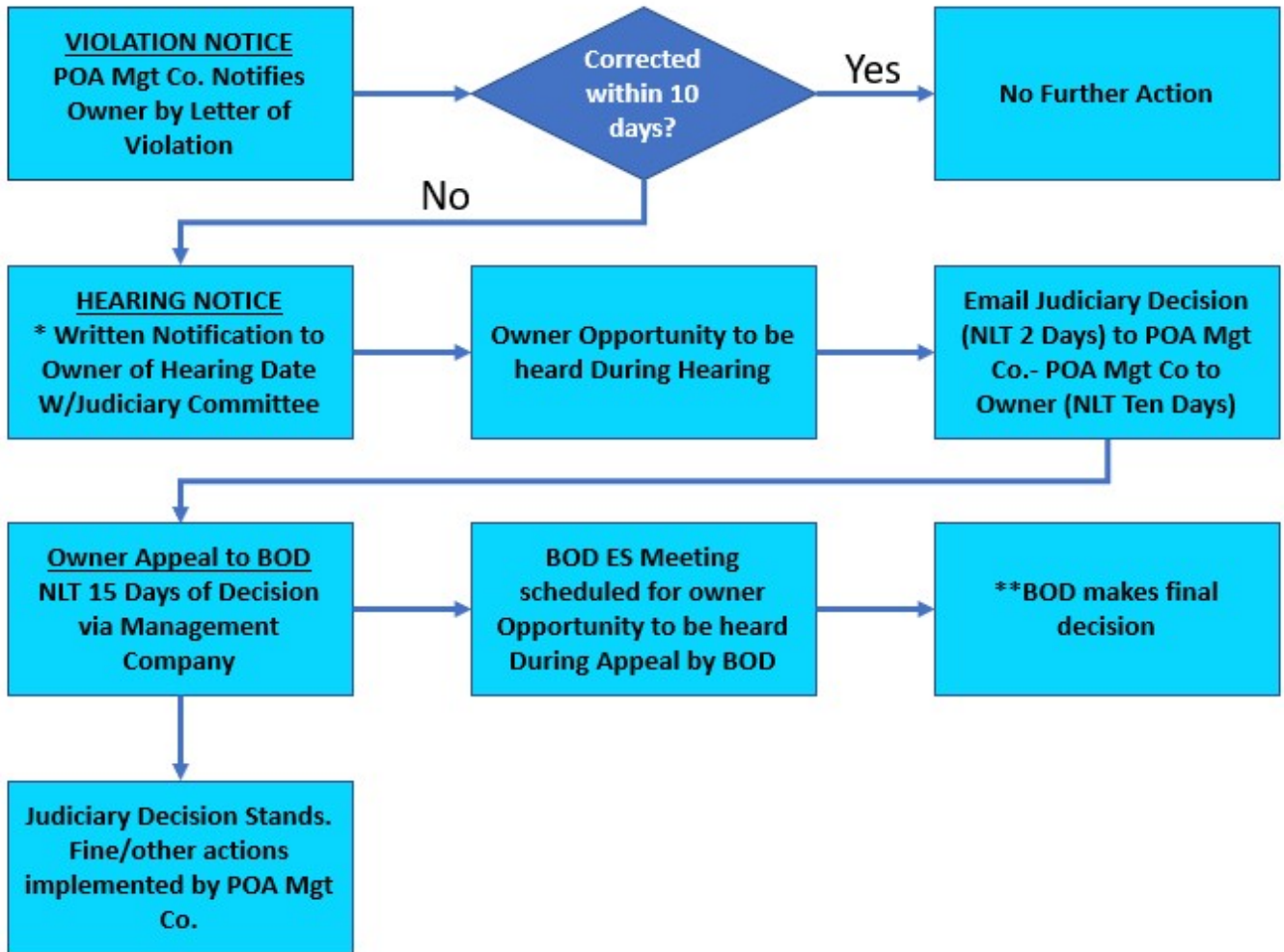
NOTIFICATIONS FOR RIVERSEA HOMEOWNERS FOR VIOLATIONS OF GOVERNING COMMUNITY DOCUMENTS

Homeowner infractions are generally administered through the Judiciary Committee and the POA/BOD.

1. The Property Management Office will notify the owner of violations by letter.
2. Owners have 10 days to correct the issue causing the violation identified in the letter.
3. If the violation is not corrected within the 10-day period, the Property Management Office will notify the owner in writing of a hearing date with the RiverSea Judiciary Committee to determine if the owner should be fined or if planned community privileges or services should be suspended.
4. Owners will be given notice of the charge, the fine(s) being imposed, and opportunity to be heard and to present evidence to contest the violation or fine(s) or to request reconsideration of the fine(s). Fine(s) will be effective or commence upon the sending of such notice or such later date specified in such notice, notwithstanding the violator's right to request a hearing before the POA/BOD to challenge the fine.
5. Owners will be given notice of the decision of the Judiciary Committee. Owners can appeal the Judiciary Committee's decision by submitting a request for BOD appeal (via the Property Management Office) within 15 days of the Judiciary Committee's decision.
6. The POA/BOD shall schedule and hold in executive session a hearing affording the violator a reasonable opportunity to be heard. The minutes of the meeting shall contain a written statement of the results of the hearing. The Board will establish rules of conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time. The BOD will affirm, vacate, or modify the Judiciary Committee's decision.



Owner Violation(s) Process



FORMS

Form #1 - Request for Original Construction/Modification Review

Form #2 - Request for Final Inspection/Deposit Refund

Form #3 - Application for Variance

Form #4 - Front Elevation Requirements

Form #5 - Tree Removal Form

Form #1 - REQUEST FOR ORIGINAL CONSTRUCTION/MODIFICATION REVIEW

Date Submitted: _____ Property Owner: _____
RiverSea Address: _____ Lot Number: _____
City/State/Zip Code: _____ Telephone Number: _____
Builder Company Name: _____ Owner Email: _____
Builder Email: _____

Please provide the Design Review Board with all information necessary to evaluate the request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below and as required by the CC&Rs for RiverSea Plantation.

Description of Construction / Modification Requested: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Refer to Guideline __ for all submission requirements.

Note: I understand and agree that no work on this request shall commence until written approval of the RiverSea Design Review Board has been received by me. I represent and warrant that the requested changes strictly conform to the CC&Rs and that these changes shall be made in strict conformance. I understand that I am responsible for complying with all applicable State, County and City regulations. Neither the Association Board of Directors or the Design Review Board nor their respective members, secretary, successors, assigns, agents, representatives, or employees shall be liable for death, injury, damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgment, negligence or non-feasance, arising out of any action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance, and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. I have received a copy or reviewed the CC&Rs of RiverSea Plantation and DRB Guidelines and agree to abide by all guidelines.

Owners Signature: _____ Date _____
Builders Signature: _____ Date _____

For Use by the Design Review Board (DRB)

Date Received:

[] Approved [] Denied Date:

Conditions / Comments: _____

Chair, Design Review Board:

_____ Date _____

Form #2 - REQUEST FOR FINAL INSPECTION/DEPOSIT REFUND

Date Submitted: _____ Lot Number: _____
Property Address: _____ Property Owner: _____
Builder: _____ Builder Phone No. _____
Requested Date of Inspection: _____

I certify that construction has been completed and all work done conforms to state, county, and local codes, and meets RiverSea Plantation standards as approved.

Builder Signature: _____ Date: _____

For Use by the Design Review Board (DRB)

Date Received: _____

Approved Denied

Deposit Returned Amount: _____

Deposit Withheld Amount: _____

Date: _____

Comments: _____

Chair, Design Review Board:

_____ Date: _____

Form #3 - APPLICATION FOR VARIANCE

Date Submitted: _____ Property Owner: _____
Property Address: _____ Lot Number: _____
Telephone: _____ Email Address: _____

Guideline to be waived: _____

Please detail specifically what you are requesting to be waived; provided justification for the waiver and other options considered prior to requesting this waiver. _____

For Use by the Design Review Board (DRB)

Date Received: _____

Approved Denied Date: _____

Comments: _____

Chair, Design Review Board:

_____ Date: _____

Form #4 - FRONT ELEVATION ACKNOWLEDGEMENT AND EVALUATION REQUEST

During or following construction of the foundation of a residence, a front elevation height evaluation will be required prior to the commencement of any framing activity and/or installation of utilities such as plumbing, electrical, gas, etc.

If it is determined that the height of the front elevation is less than thirty-two (32) inches above finished grade, and/or it significantly deviates from the DRB approved building plans, the construction process will not be allowed to continue.

In addition, penalties for violations can include, but are not limited to daily fines, corrections (including removal of existing foundation, if necessary) performed by or on behalf of the POA at the owner's/contractor's expense, failure to refund all or part of the Construction Contingency Account Fee, injunctive relief preventing any further construction activities, and loss of future building privileges within RiverSea.

All request for front elevation evaluation shall be submitted directly to the POA's Property Management Office by submitting this form. Efforts will be made by the DRB to complete evaluations in a timely manner.

We acknowledge the elevation requirements and request a DRB evaluation of same.

Property Owner: _____ Date: _____

Contractor: _____ Date: _____

Address: _____ Lot #: _____

For Use by the Design Review Board (DRB)

Date Received: _____

Approved Denied Date: _____

DRB Comments: _____

Chair, DRB:

_____ Date: _____

Form #5 - TREE REMOVAL APPLICATION

Requested by: _____
Homeowners: _____
Address of Parcel: _____
Phone Number: _____
Email: _____

Type and number of trees to be felled:

<u>TYPE:</u>	<u>NUMBER:</u>
Pines	_____
Maples	_____
Oaks	_____
Cedars	_____
Hickories	_____
Gums	_____
Others (_____)	_____

Reason(s) for tree removal: _____

Trees recommended for removal must be marked with “pink” tape.

If trees are to be cut for the purpose of construction (new homes, pools, garages, porches, etc.), has a county permit been applied for? Yes No Not Yet

Applicable Note: a sketch and/or images of the location of the tree(s) in relation to any building (house) at the address provided must be attached to the Tree Removal Application.

All tree removal applications and attachments must be submitted to Property Management Office which forwards them to the Chairman of the Design Review Board.
For Use by the Design Review Board (DRB)

Date Received: _____

[] Contingent Approval [] Denied Date: _____

Hardwood replacement trees required: Yes [] No [] Number _____

DRB Comments: Approval is contingent upon. _____

Chair, DRB:

_____ Date: _____

Drawings/Figures

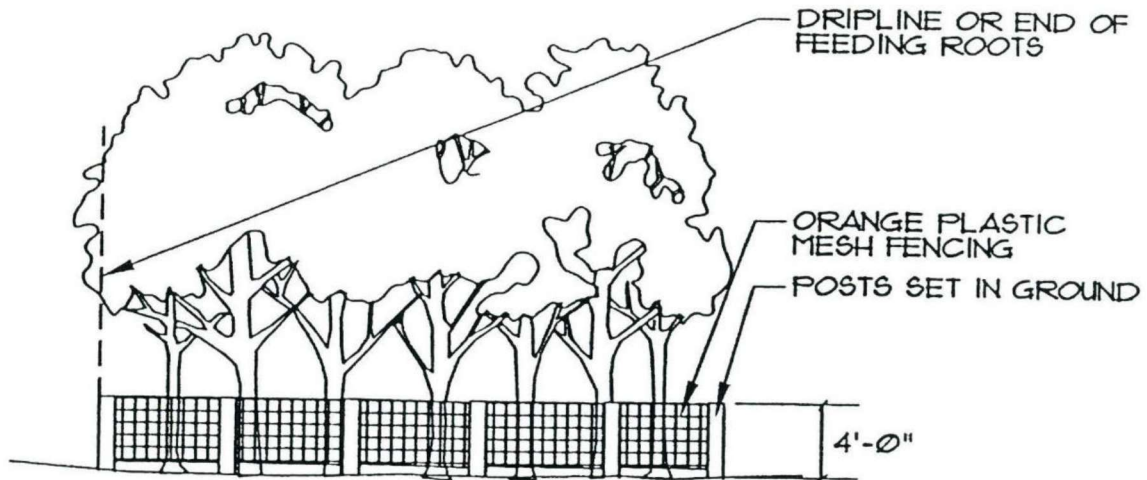
Figure 1: Tree Protection

Figure 2: Sample Construction Plan

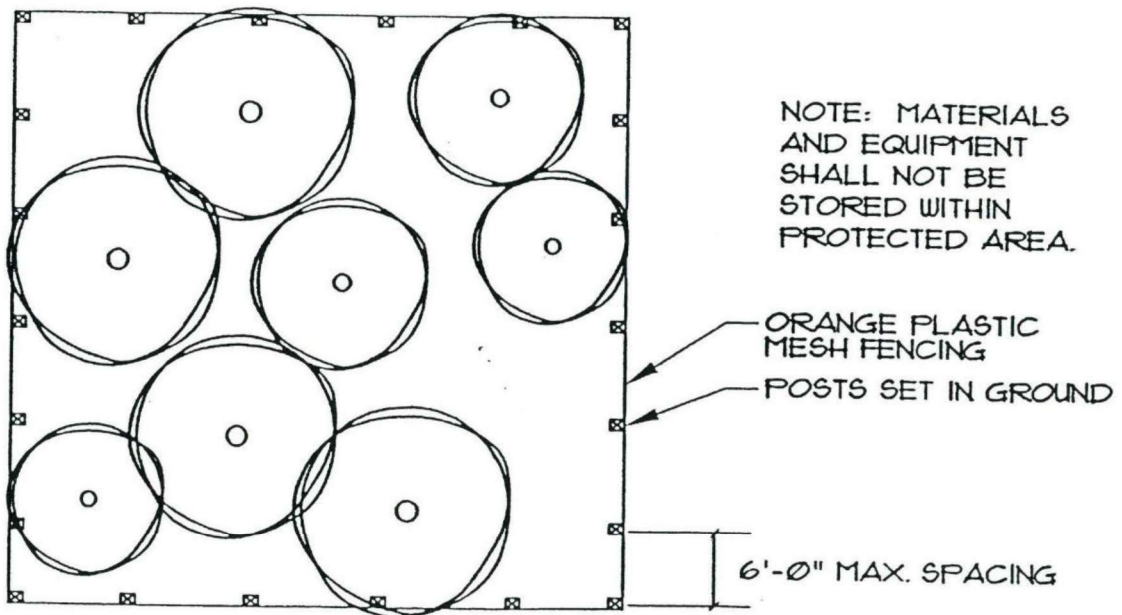
Figure 3: Silt Fence Detail

Figure 4: Temporary Silt Fence

Figure 5: Sample Driveway Designs



ELEVATION-NOT TO SCALE



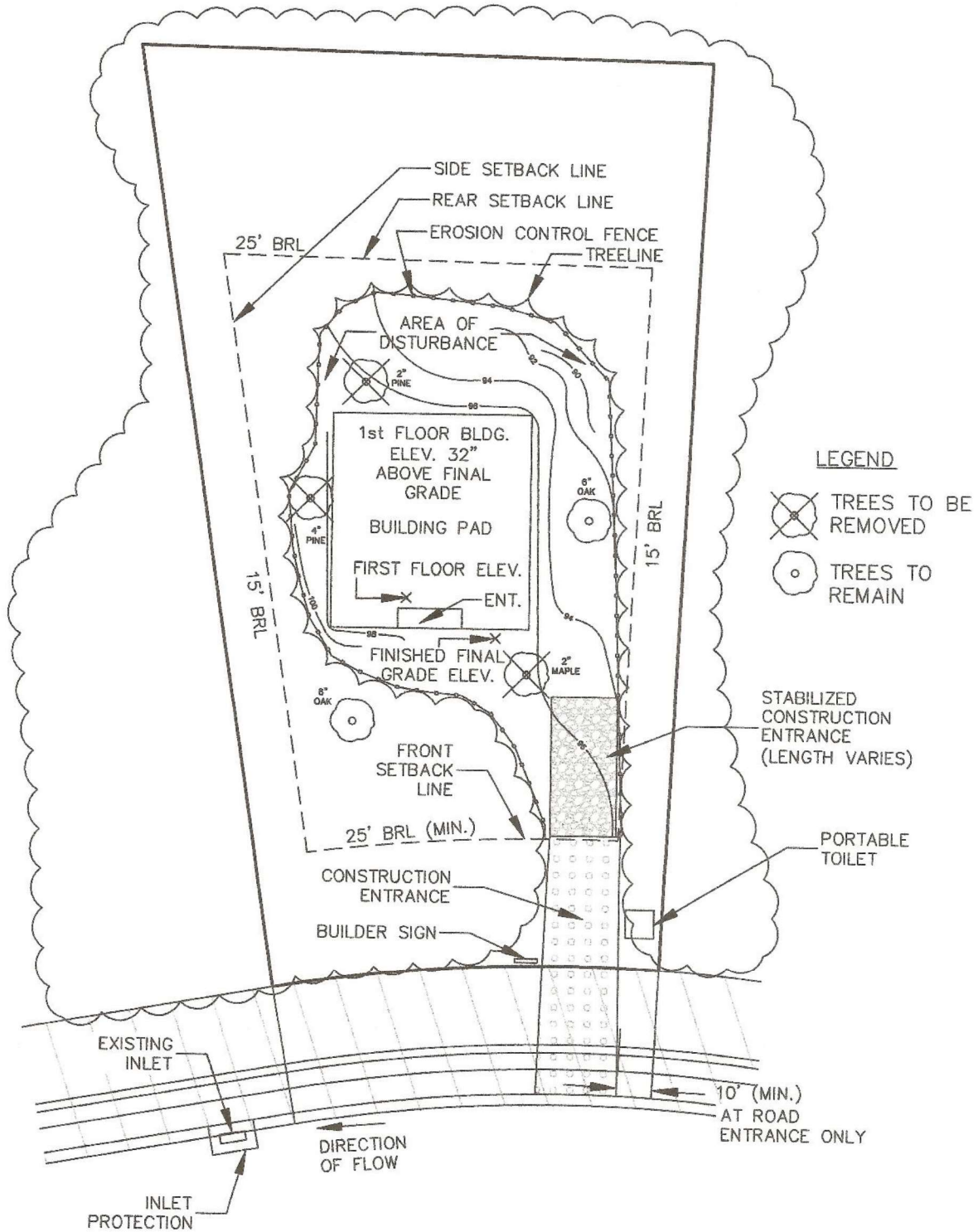
PLAN-NOT TO SCALE

TREES AND SHRUBS CLOSELY GROUPED MAY BE ENCLOSED IN ONE ENLARGED BARRICADE

Email address and phone number of Property Manager's Representative is to be determined.

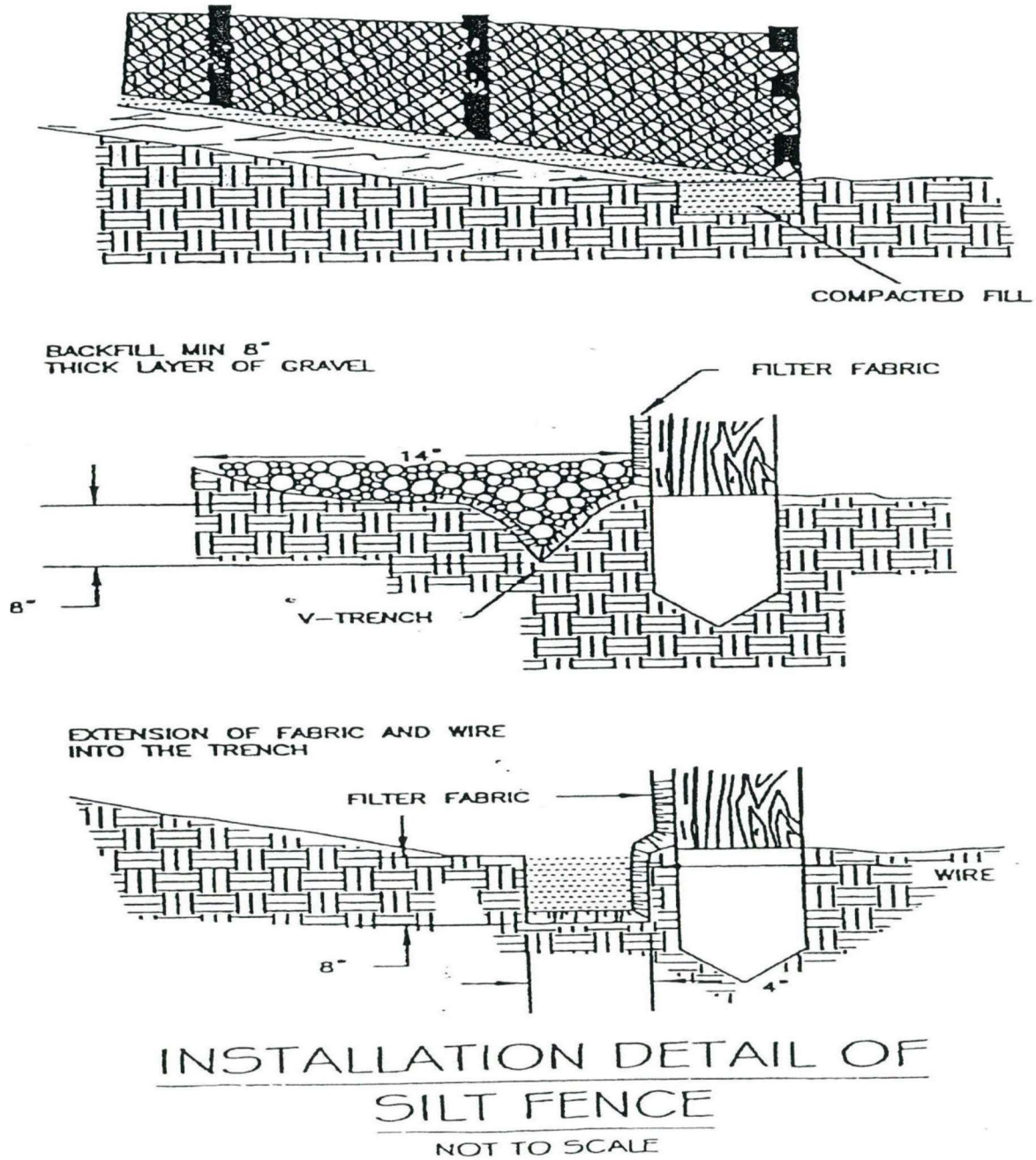
Figure 1: Tree Protection

SAMPLE SITE / CONSTRUCTION PLAN



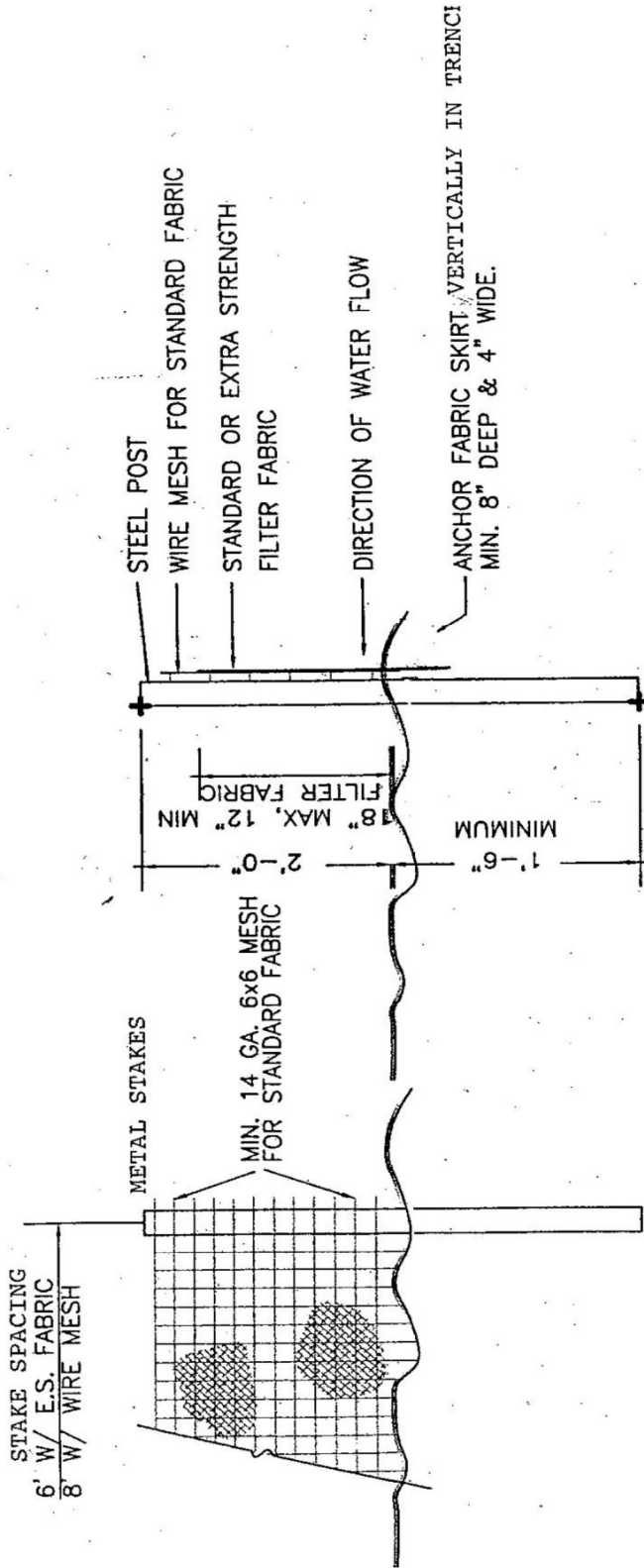
Email address and phone number of Property Manager's Representative is to be determined.

Figure 2: Sample Construction Plan



Email address and phone number of Property Manager's Representative is to be determined.

Figure 3: Silt Fence Detail



NOTES:

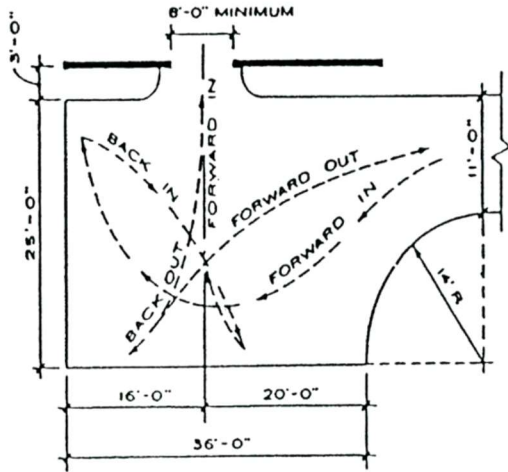
1. SYN. FENCE FABRIC SHALL BE MIN. OF 30" IN WIDTH WITH 30 LB/IN TENSILE STRENGTH FOR STANDARD FABRIC AND 50 LB/IN FOR EXTRA STRENGTH.
2. FABRIC SHALL BE CONTINUOUS LENGTH. IF JOINTS ARE NECESSARY, LAP FABRIC POST TO POST.
3. STEEL POST SHALL BE MIN 4' IN HEIGHT AND BE OF THE SELF-FASTENER STEEL ANGLE TYPE.

TEMPORARY SILT FENCE

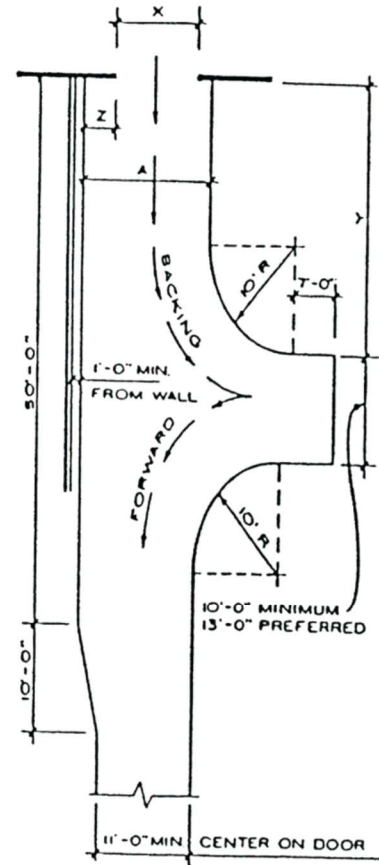
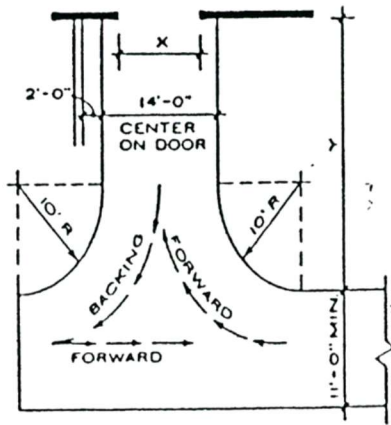
NTS

Email address and phone number of Property Manager's Representative is to be determined.

Figure 4: Temporary Silt Fence



NOTE
 Three manuever entrance for single car garage. Em-
 ploy only when space limitations demand use. Dimen-
 sioned for large car.



	STRAIGHT IN	BACK OUT		
X	9'-0"	10'-0"	12'-0"	16'-0"
Y	26'-0"	25'-0"	23'-6"	24'-0"
Z	3'-4"	3'-1"	2'-0"	3'-0"
A	14'-4"	14'-5"	14'-8"	20'-0"

Email address and phone number of Property Manager's Representative is to be determined.

Figure 5: Sample Driveway Designs